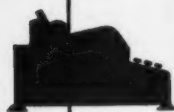




# **NATIONAL EDUCATIONAL SECRETARY**



**MAY, 1955**

# Every job needs a pause for Coke



# NATIONAL EDUCATIONAL SECRETARY

*The National Association of Educational Secretaries*

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

Published Oct., Feb. and May for Secretaries, Clerks, Administrative Assistants in public, private schools and colleges

VOLUME 20—NUMBER 3

MAY, 1955

## OFFICERS

**Martha S. Luck,**

PRESIDENT  
Northwestern University  
339 East Chicago Avenue  
Chicago 11, Illinois

**Corinne Messenger,**

FIRST VICE-PRESIDENT  
School Board Offices  
22nd and Main Streets  
North Little Rock, Arkansas

**Rachel Maynard,**

SECOND VICE-PRESIDENT  
College of Business Administration  
University of Arizona  
Tucson, Arizona

**Ella Mae Flippen,**

THIRD VICE-PRESIDENT  
State Department of Education  
Jefferson City, Missouri

**Charlotte L. Parr,**

RECORDING SECRETARY  
School Administration Building  
275 Seventh Avenue, East  
Eugene, Oregon

**Edith E. Hammond,**

CORRESPONDING SECRETARY  
Executive Assistant to  
Superintendent of Schools  
Hampton, New Hampshire

**Elberta Macgregor,**

TREASURER  
3015 East 75th Street  
Seattle 5, Washington

**Emma G. Castner,**

JUNIOR PAST PRESIDENT  
12 Carlton Avenue  
Washington, New Jersey

**Louise H. Nelson,**

PRESIDENT EMERITUS  
Board of Education  
Philadelphia 3, Pennsylvania

## EXECUTIVE BOARD

**Phoebe Bell,**

Newton Technical-Vocational  
High School  
Newtonville 60, Massachusetts

**Ora S. Dolsen,**

Division of Instruction  
467 West Hancock Street  
Detroit 1, Michigan

**Sara E. Milner,**

35 — 10th Street, N.W.  
Atlanta, Georgia

**Evelyn Shipley,**

Los Angeles City Board of Education  
450 North Grand Avenue  
Los Angeles 12, California

**Fannie Billings,**

PARLIAMENTARIAN  
2711 Fairmount  
Dallas, Texas

## EDITORIAL STAFF

**Mary Carroll Lawrence,**

EDITOR  
103 Lucky Street  
Fayette, Missouri

**Marie M. Beatty,**

ASSISTANT EDITOR  
Waukegan Township High School  
Waukegan, Illinois

**Ora S. Dolsen,**

ADVERTISING CHAIRMAN  
Division of Instruction  
467 West Hancock Street  
Detroit 1, Michigan

Magazine published three times yearly (October, February, and May). Subscription rate to non-members for magazines only is \$1.00 per year (three issues).

Dues for active membership, \$4.00 per year, includes the magazine. Active membership and non-membership applications are sent to the Treasurer —

**Mrs. Elberta Macgregor**

3015 East 75th Street, Seattle 5, Washington

Deadline dates for material for publication are September 1, January 1, and April 1.

## **Contents**

	Page
The President's Message .....	6
Other Officers and Executive Board Members—1954-1955 .....	7
The Editors' Page .....	8
Organizational Planning—Bessie M. Ploesser .....	11
About Our Authors .....	12
Education and Certification of Public School Secretaries	
Henry Klonower .....	14
Banner Flying High—Clara Whips Dunn .....	17
Your Knowledge of Audio-Visual Aids—E. Dana Gibson .....	19
Blue Print For Action—Eleanor Egner .....	23
Lucky Me—Shannon O. Kimsey .....	25
Growing On The Job—Madeline S. Strony .....	26
Thank God for Miss C. ....!—Maurice M. Myers .....	27
Introducing Sibell Card .....	29
Membership Contest—Sara Milner .....	30
Listening In .....	31
<i>North Central Region</i> —Mrs. Virginia C. Moore .....	31
<i>Northeast Region</i> —Miss Wilma R. Haight .....	37
<i>Northwest Region</i> —Mrs. Mildred Clark .....	41
<i>South Central Region</i> —Miss Bernice Johnston .....	43
<i>Southeast Region</i> —Mrs. Beulah Tucker Jones .....	45
<i>Southwest Region</i> —Mrs. Roberta Warner .....	52
Who, What, is Nancy National? .....	55

## **Index to Advertisers**

	Page
Coca-Cola Company .....	Inside Front Cover
Denoyer-Geppert Company .....	36
Ditto, Inc. ....	3
Educators Paper and Supply Company, Inc. ....	5
The Fuller Brush Co. ....	13
Ginn and Company .....	18
Hillyard Chemical Company .....	4
Holden Patent Book Cover Company .....	5
John J. Nesbitt, Inc. ....	28
John Sexton & Co. ....	9, 40
W. M. Welch Manufacturing Co. ....	16





## BOOK COVERS

to be effective, must withstand all the weather conditions which students encounter, carrying books to and from school. They must also resist the rubbing and scuffing incidental to their use in the classroom.

### HOLDEN BOOK COVERS

are made of a paper especially designed to meet these requirements . . .

and

They are attractive

They are easily adjusted—and

They stay on the book.

They represent a definite dollar-and-cents saving because they prolong the life of the book from one to three years.

Get the HOLDEN Habit—IT PAYS!

**Holden Patent Book Cover Company**

Springfield, Massachusetts

### ATTENTION: Secretaries to Superintendents and Principals:

We are pioneers in selling school bookstore supplies such as Theme and Typing Pads, Loose Leaf Fillers, Pencils, Pens, Spiral Books, Covers, etc., etc. Also we are large wholesale direct mill suppliers of Mimeograph and Duplicator Papers and Supplies.

Please let us send you our prices and samples before placing your orders for next year.

For the office, we have a modern line of filing, storage and wardrobe cabinets.

Immediate or summer delivery with September dating.

We handle only quality merchandise of nationally advertised brands.

Wholesale: School, Bookstore, & Office Supplies

**EDUCATORS PAPER AND SUPPLY COMPANY, INC.**

**3734 Oakton Street — Skokie, Illinois**

**Phones: CO rnelia 7-3330 and OR chard 3-7181**



## the PRESIDENT'S MESSAGE

Time marches on and we find ourselves coming down the home stretch of another year of professional activity in our Association. It has been a good year—one of accomplishment, inspiration, and growth.

The Hartford and Cleveland Regional Conferences presented the 232 registrants with much food for thought as well as opportunities for fellowship and fun. Our affiliations and advisory council chairman, Rachel Maynard, reports that for the first time in the history of the Association we have over one hundred affiliated groups. FILE IT RIGHT continues to sell and enthusiastic testimonials on its effectiveness are reaching us from many sources. Registrations for the summer institutes are being received. NANCY NATIONAL is, without a doubt, on the march.

By now you have all received the call to the National Convention, July 3 and 4, in Chicago. At this, our twenty-first annual convention, NANCY "comes of age." But anniversaries are significant only if we celebrate them in the proper spirit. Age alone is without meaning. A record of accomplishment is without value if we merely sit back and contem-

plate it with complacency. We can justify the observance of such an anniversary only if we grasp the opportunity it gives us to review what has gone before in the light of the opportunities we see ahead—what we hope for and the goals we are striving to attain.

As educational secretaries we like to believe that we are important members of the educational team. We have also learned that one criterion of a professional group is that its members establish the standards for the group. Can we, as we look ahead, standing on the threshold to our responsibilities as educational citizens, promise to carry our end of the job of education in a mature and responsible fashion? The answer is a firm "Yes," if each member does well her part and in our combined efforts we exhibit, not only practical common sense, but also what someone has tagged "imaginative flair."

The NANCYS attending this twenty-first convention have challenging sessions before them. It is my personal hope that hundreds of you will be on hand to participate.

Martha S. Luck.

## OTHER OFFICERS AND EXECUTIVE BOARD MEMBERS-1954-1955



**CORRINE MESSENGER**  
1st Vice-President  
North Little Rock,  
Arkansas



**RACHEL MAYNARD**  
2nd Vice-President  
Tucson, Arizona



**ELLA MAE FLIPPEN**  
3rd Vice-President  
Jefferson City, Missouri



**CHARLOTTE L. PARR**  
Recording Secretary  
Eugene, Ore.



**EDITH E. HAMMOND**  
Corresponding Secretary  
Hampton, New Hampshire



**ELBERTA MACGREGOR**  
Treasurer  
Seattle 5, Washington



**EMMA G. CASTNER**  
Junior Past President  
Washington, New Jersey



**PHOEBE BELL**  
Executive Board Member  
Newtonville, Massachusetts



**ORA S. DOLSEN**  
Executive Board  
Detroit, Michigan



**SARA E. MILNER**  
Executive Board  
Atlanta, Georgia



**EVELYN SHIPLEY**  
Executive Board  
Los Angeles 12, California



**FANNIE BILLINGS**  
Parliamentarian  
Dallas, Texas

**MARY CARROLL  
LAWRENCE**  
Editor



**MARIE M.  
BEATTY**  
Assistant Editor



## THE EDITORS' PAGE

As we greet you today through the open door of the Editors' Page, the Easter Message fresh in our minds, everywhere about us is Spring: buds on the trees are bursting into green leaves, jonquils and narcissi are making a riot of color against green lawns, peach blossoms give promise of fruit in spite of the late freeze, violets bid for attention from their corner, and the downy woodpeckers, robins, blue jays, and cardinals dart back and forth busily building nests while filling the air with music.

Spring brings with it the busy end of school and the parting of friends, along with the promise of vacations and the meeting of new friends. In the three yearly issues of this magazine, there seems to be only the beginnings and endings: beginning of the school year, the beginning of a New Year, and the ending of a school year! At this latter phase now with two successful Regional Conventions behind us, we look ahead at the summer's three institutes and at our national convention in the firm belief that this will be the most successful ever: Nancy becomes of age this year and she must accept certain responsibilities of adulthood.

Secretaries must not wait for educators to dictate the standards under

which the educational secretary must work. Administrators are partners, yes, and to them we have gone for suggestions; they have appeared with us on panels; they have spoken before our meetings and taught our classes at institutes. But, educational secretaries must formulate their own standards. The subject has been thought about, discussed, and written on for almost the number of years the National Association has been formed. This summer it is hoped the first draft of Standards for the Educational Secretary can be completed and adopted by and for the secretaries.

Proof of the duration of the study of Professional Standards is found in the February, 1955, *Newsletter* of the Pennsylvania State Association of Educational Secretaries, where there is published a speech made about 14 years ago by Dr. Henry Klonower, then director of Teacher Education and Certification, Department of Public Education in Pennsylvania. About the only change in conditions as stated in his speech and conditions today is that a few universities have established a curriculum for the school secretary. The need is for a national standard curriculum for the educational secretary as there is for any other profession.

If there is a question in the mind of anyone about the need for a professional standard, Mrs. Clara Whips Dunn poignantly shows it is the responsibility as well as the privilege of each educational secretary to help formulate a banner and to carry it forward.

As Nancy matures she must be cognizant of professional books and magazines in related fields. From time to time attention has been called to books and special magazine articles. By permission "Lucky Me" from the *California School Employee*, and "Thank God for Miss C . . .!" from the *Los Angeles School Journal*, are reprinted. We believe you will find them as refreshing as we did.

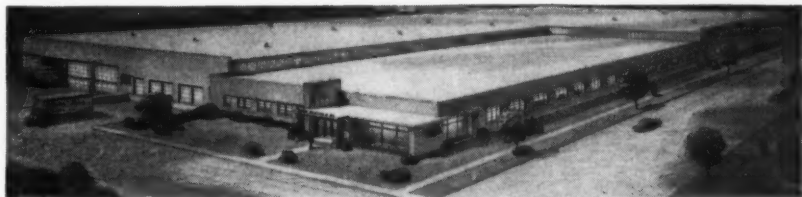
Secretaries everywhere enjoy getting together to discuss mutual problems, and last year through our magazine we met school secretaries from Turkey, Bavaria, and from Japan. Now an opportunity comes to introduce an educational secretary from England. Wouldn't it be fun to have an international convention?

Another mark of Nancy's maturity is the completion of *Blueprints for Action*, the second publication of the National Association. Congratulations, Eleanor Egner, and all the committee who have worked diligently and faithfully to make it possible for this book to be given out this summer. Our wish is that it come up to, or even surpass, the popularity of *File It Right*.

At this season when all the earth blossoms with new life, we are sure educational secretaries as individuals, and the National Association as an unit, will blossom from youth into adulthood only to the extent that we work together toward maturity, to the extent that we set our sights on unified goals, and to the extent that the experienced and the inexperienced join hands to hold aloft the banner of professionalization.

Your editors,

Mary and Marie

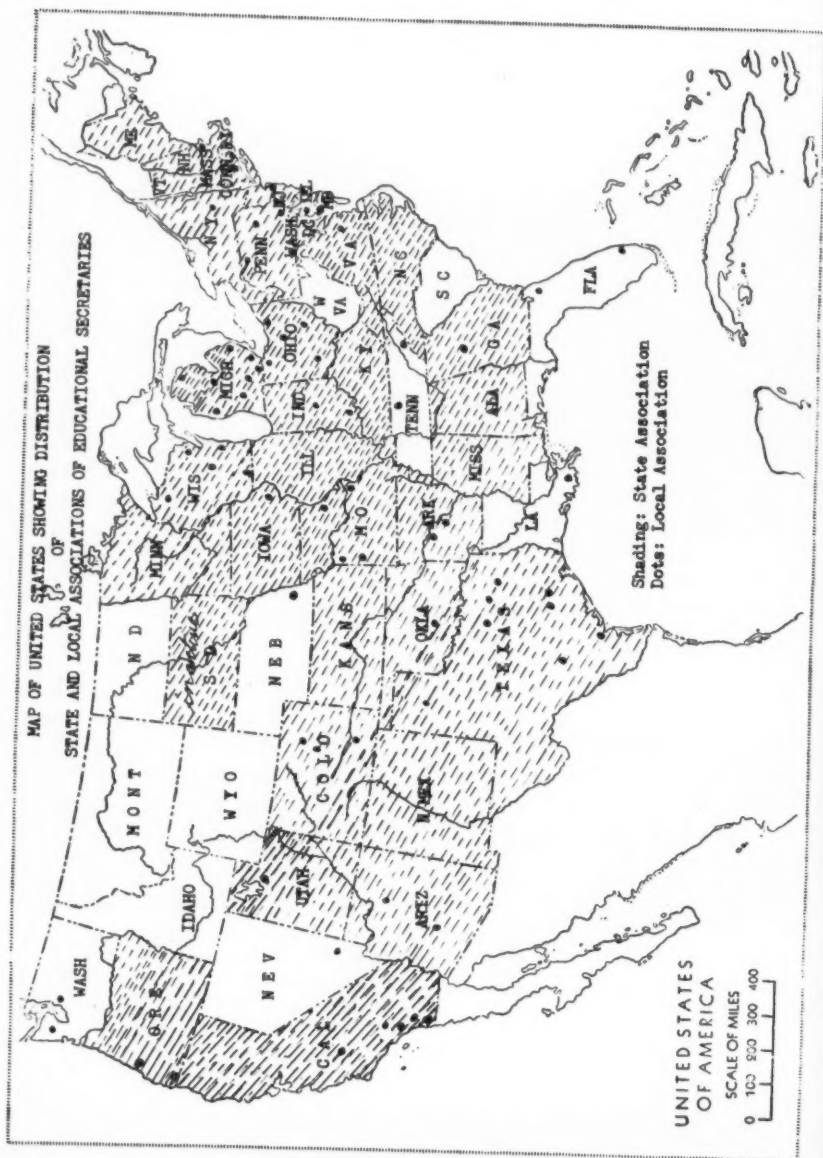


## SEXTON FIRM TO SELL PLANT, BUILD OFFICE

"John Sexton & Co., wholesale grocer supplying the institutional trade, announced yesterday it will sell its big plant at Orleans and Illinois streets and build a new distribution and office building at the southwest corner of 47th Street and Kilbourn Avenue.

At the same time the company will enlarge its Indianapolis plant and consolidate there all its manufacturing operations, including those now carried on in Chicago, said Sherman Sexton, President.

Mr. Sexton said the new Chicago building and Indianapolis expansion will cost about 2 million dollars. The Chicago facility will contain 175,000 square feet of space and be built on a seven acre site. J. Emil Anderson and Sons is the general contractor."



## ORGANIZATIONAL PLANNING



The many requests received from individuals over the country show that there is considerable interest toward forming local or state associations; therefore, a map has been made to show the present status of our National Association in relation to the number of local and state groups. If you are in an area that has neither a local or state association, it is hoped you will take the lead in forming an association.

The Organizational Planning Committee comes into your picture at the time of organization, and has a three-fold purpose:

1. To send an Organizational Planning Kit to any Secretarial group or individual requesting help in starting either a local or state association. The material in this kit contains an outline of preliminary steps for organizing, sample constitutions, sample invitations to secretaries, a method of conducting a meeting, sample programs, and inspirational news items about the work of the National Association.

2. To send data to secretaries in the states and communities that do not have an organization. This data tells of the work of the National Association of Educational Secretaries and the National Education Association; it contains a letter stressing the reasons for belonging to the National Association, and an invitation to help form either local or state associations.

3. Any follow-up constructive suggestions that are requested by secretaries to improve their organizations' meetings, programs that might be interesting, newsletters about the National Convention and Institute, and additional help in getting groups started.

We appreciate the different printed materials that have come in for our kits. We also welcome any additional material (especially copies of constitutions and by-laws, minutes of the beginning meeting, form letters on membership or invitation to join, bulletins, etc.) that members feel would give suggestions and help to others.

In unity there is strength. We need to show a growing desire for unity and professional advancement. By unity we can develop strength in our National Association which can then offer more services to each educational secretary as she works at her daily job.

### Committee on Organizational Planning.

Frances Bogart, Oregon  
Elsie Cupelli, Pennsylvania  
Vesta White, Kansas  
Bessie M. Ploesser, Missouri, Chairman.



## ABOUT OUR AUTHORS

For 34 years prior to his retirement in February of this year, **DR. HENRY KLONOWER** was associated with the Department of Public Instruction in the State of Pennsylvania. He had had teaching experience on the elementary, secondary, and college levels before coming to the Department of Public Instruction in 1920 as assistant director in the Teacher Bureau, where he inaugurated the department's placement service for teachers on a state-wide basis. Since 1925 he was director of Teacher Education and Certification.

His professional affiliations include: the National Education Association, the Pennsylvania State Education Association, American Association of School Administrators, Association of State Directors of Teacher Training and Certification, Phi Delta Kappa, and Kappa Phi Kappa.

Dr. Klonower is recognized as an authority on teacher education, being frequently termed by his associates the "dean of state directors." During more than three decades, in his official relationships with the State Teachers Colleges and liberal arts colleges, he has contributed much to ensure progressive improvement in the preparation of teachers. From a wealth of knowledge and experience Dr. Klonower wrote of the educational secretary—her education and possible certification, in 1941. Because your editors believe it especially worthy of reprint at this time, we wrote for permission; his answer shows deep and continued interest:

"Of the many programs in which I have been interested in the past forty-five years of active service in public education, raising the status of Educational Secretaries has been one closest to my heart. They deserve more recognition, better pay, and better preparation."

**CLARA WHIPS DUNN**, dramatist, educator, author of a number of published one-act plays, historic pageants, short stories and poems, received her B. A. degree from Agnes Scott College and her Master's degree from Emory University, with Speech training at Columbia and New York Universities. Under the name of Georgia Glenn she is known in radio and TV circles as a story teller and script writer. She has done lecture work in connection with adult education work and professional book reviewing. She is currently president of the Georgia Speech Association.

Mrs. Dunn is the widow of an Atlanta surgeon and the mother of two Drs. Dunn: Dr. Elizabeth Dunn and Dr. Robert Dunn.

Her "regular job" is at O'Keefe High School, Atlanta, where she is in charge of the dramatics and speech work. Her one-act plays, as presented by the *Clara-dunn Players* of O'Keefe High, are always hits and always call for repeat performances.

Her talents are in constant demand from people who want something "different" and something "clever" to present.



**E. DANA GIBSON** received his doctor's degree from New York University and his thesis was in the field of Audio-Visual Business Education. He has written numerous articles and has lectured and taught workshops at many schools on this subject.

Dr. Gibson believes that the best audio-visual aid is the one the teacher constructs for himself: that while the production of motion pictures is beyond most teachers, they can insist that those produced be more realistic and fit more accurately into a teaching situation; with a tape recorder, an overhead and an opaque projector, a teacher can cheaply and positively motivate a class.

Dr. Gibson is Professor of Business Education, San Diego State College, San Diego, California, State President of the California Business Education Association, and President of the San Diego Chapter of the National Office Management Association. His discussion presented here is interesting to the individual who has no contact with audio-visual education; there is no doubt but that the secretary who does have that responsibility will find it invaluable.

**SHANNON O. KIMSEY** was born in the "beautiful Ozark Country of Missouri" and went to school in Kansas City and in Rocky Ford, Colorado. When she married Glen Kimsey, she went to Santa Barbara, California where they now live with daughter Glenda Sue, seven years of age.

Mrs. Kimsey's delightful evaluation of the satisfactions in her work is to the reader like sunshine after a dark day of clouds. Her article was sent in by Bettye R. Wells, formerly of our editorial staff.

Mrs. Kimsey also sent in "Thank God for Miss C. . . !" by **MR. MAURICE M. MYERS**, Registrar, Richland Junior High School, Los Angeles, California, and because of the deadline, she secured reprint permission from everyone concerned by telephone. We are sorry to be unable to tell you more of Mr. Myers, but secretaries everywhere will appre-

ciate his words of praise for the efficient member of whom he writes.

We welcome the sixth Listening In reporter with this final issue of the 1954-55 school year, **MISS WILMA R. HAIGHT** of Glen Ridge, New Jersey. Except for the first six weeks of her life spent in Brooklyn, Wilma could be said to be a native of Glen Ridge where she attended school and has lived since. She attended Upsala College and Berkeley School for Secretarial Training in East Orange. She has worked for the Glen Ridge Schools since 1941 and is now acting secretary to the Board of Education.

Hobbies for Wilma? No gardening nor sewing, but she is good at Simonizing cars, she says! And with a saw, hammer and some nails, she can build things. Her real weakness is phonograph records, but she didn't let us know whether she prefers the popular or classical.

We are glad you have joined the national editorial family, Wilma, even if time allows only an initiation.



## ALL THE TOOLS for CLEANING SCHOOLS

- \* Floor Brushes
- \* Fiber Brooms
- \* Wet Mops
- \* Dry Mops
- \* Launderable Sweeping Mops
- \* Bench Brushes
- \* Paint Brushes
- \* Cotton Dusters
- \* Scrub Brushes
- \* Toilet Brushes
- \* Test Tube Brushes
- \* Bottle Brushes
- \* Tumbler Brushes
- \* Window Brushes
- \* Venetian Blind Brushes
- \* Radiator Brushes
- \* Wall Brushes
- \* Squeegees
- \* Floor Waxes
- \* Wax Applicators
- \* Polishes
- \* All Purpose Cleaner

Write today to

INDUSTRIAL DIVISION

**The FULLER BRUSH Co.**

3548 Main St., Hartford 2, Conn.

# EDUCATION AND CERTIFICATION OF PUBLIC SCHOOL SECRETARIES \*

by

**HENRY KLONOWER**  
Harrisburg, Pennsylvania

The public school secretary is an important factor in the successful administration of public school programs. A secretary without adequate preparation and efficient experience can destroy all the good that has been accomplished through the painstaking effort of those with whom she is associated. A secretary with the proper background and experience can help immeasurably in the development of a satisfactory situation in which desirable results are certain to follow. Increasing attention is now focused on the duties of a secretary, where such duties begin and where they end, if end they do.

As the duties of such employees become still more accurately defined, programs of study must be developed to provide the necessary preparation for those who desire to enter this field of public service. Personality is essential but aside from personality factors, the development of the necessary preparation and adequate experience opportunities are equally essential. Distinct trends are observable which indicate that serious attention is now being focused on the problem of providing such programs as can best make available an adequate supply of acceptable public school secretaries. This is a recent development. Although there are few such programs in the United States at the present time, the question of State certification is consistently raised by those engaged in the work. There is a sincere effort to develop standards of competence and to protect such standards by permitting only those to enter this field of public school service who have completed the prescribed

preparation and have acquired competence.

But it is well to keep in mind that a certificate is not itself important. The important fact is the connotation of the certificate. What has been the preparation? What has been the experience, and what is the degree of competence for which the certificate stands? Whenever groups decide on desirable standards what courses should constitute a satisfactory curriculum, which experiences should be included in the total background, then it follows that adequate protection should be given to such programs in terms of State certification and that such certificates should be issued only to those who have met the desired standards. No satisfactory program has thus far been developed by first setting up a certificate and then developing a program of standards. The reverse is always true. Analysis of desirable objectives and necessary procedures to achieve the acknowledged objectives must be the antecedent of the certificate. Whenever preparation programs have been agreed to and set up as requirements, careful study must be made as to the effect of such regulations on those who have long been in service and who have developed a degree of competence that study cannot alone produce. In other words, such programs in

*\* This speech was made by Dr. Klonower at a joint meeting of the Southeastern Convention District of the Pennsylvania State Education Association — March 26-29, 1941. This speech is also published in the UNIVERSITY OF PENNSYLVANIA BULLETIN, dated June 26, 1941, and in the February, 1955, Newsletter of the Pennsylvania State Association of Educational Secretaries.*

*Dr. Henry Klonower retired, Director, Teacher Education and Certification, Department of Public Instruction, Harrisburg, Pennsylvania.*

most instances must be suggested for new entrants and consideration must be given to those who have by experience proven their competence. It has been the consistent policy of the Department of Public Instruction not to make regulations retroactive but rather to suggest to such persons who have been in service for long periods of time the desirability of meeting the newer standards.

Programs are easily suggested. It is necessary that sufficient time be allowed to demonstrate the effectiveness of programs to ascertain whether they are producing desirable results. But any program of study developed for the education of public school secretaries must include three specific areas:

1. General education
2. Technical education
3. Laboratory experience

## 1. GENERAL EDUCATION

Principals and teachers must get along with their secretaries during the better part of the day. A common understanding of good literature, an appreciation of music, and a passing familiarity with the great works of art, all help to make people more interesting among the members of any group. Interesting people inspire confidence. A secretary can do this in any school. It is not too drastic to suggest that all persons, whether school secretaries, teachers, principals, district superintendents, or superintendents, should have the essential characteristics of a cultured person. First impressions are important. The public frequently secures its first and sometimes lasting impression of the public schools through personal contact with the school secretary. It is highly important that she have the confidence that comes with a broad education. As a matter of fact, many taxpayers never see the administrative official and the only impression of the school is acquired through conversations with the secretary. Many a difficult situation has been adjusted by an astute secretary in the "outer-office." With increasing demands made on the administrative officials of schools and their frequent absence from the buildings, it is becoming doubly essential that school secretaries not only be competent but have a sense of values to deal intelligently

with the hundred and one situations that arise. A secretary competent only in the technical phases of office routine, cannot satisfactorily meet the demands of the position today.

The general education suggested is fundamental and must eventually be prescribed for everyone who plays a part in the public school program.

## 2. TECHNICAL EDUCATION

Skills are essential to the successful management of an office and such skills as are essential can be acquired through consistent application. It goes without saying that a public school secretary can be helpful to a school administrator in the operation of a school building if she spells tolerably well. Competence in the field of stenography is an invaluable asset and any program devised for the education of secretaries must include training in the technical skills usually included in a business education curriculum. It is reasonable to suggest that office secretaries should protect their own standards by demanding an acceptable degree of accomplishment in each of the activities of good office management.

In addition to the universally recognized special skills, the elements of successful office management must be known if satisfactory service is to be rendered by the school secretary. This requires a thorough knowledge of record keeping, a skill and accuracy in the preparation of reports, the ability to develop adequate files, and a familiarity with the best procedures to be followed in the handling of equipment and supplies.

If all the technical skills generally recognized as essential to business education have been based on a rich background of general culture, and if such a background is accepted by the group as prerequisites for good standing as a competent school secretary, then progress is being made in the development of a satisfactory program. But such a program must be further supplemented by laboratory experience.

## 3. LABORATORY EXPERIENCE

Experience has demonstrated that in the education of any skilled worker either in the professions or in industry,

a brief apprenticeship is desirable. The prospective physician is first an interne, the teacher serves a reasonable period as a student-teacher, the artisan is first an apprentice, and the lawyer must serve for a specific period of time in an office of a licensed attorney before assuming the full responsibility of his profession. The principle is sound because the procedure provides the necessary opportunity of applying theory to practice. The prospective school-secretary should serve a brief apprenticeship in a situation similar to that in which she finally secures employment. Under the supervision of a competent, well-qualified secretary the novice acquires the confidence that comes from experience and proper guidance.

Where such practical experience as is here suggested complements the general and the technical education so very briefly sketched in the proceeding paragraphs, the skeleton background of a reasonable program for the education of public school secretaries can be suggested to institutions of higher learning. The contents of the several courses must be developed in terms of the desirable objectives. This requires group study. That such a program can be completed in fewer than four years based on an approved secondary school education is entirely unlikely. The granting of a baccalaureate degree in the appropriate field is a reasonable recognition for those who complete the course.

Should such standards as are herein suggested be acceptable and if experience demonstrates that an improved situation follows, then it is again reasonable to suggest that admission into public school secretaries' services be restricted to those who are willing to complete the program.

At this point the problem of certification of public school secretaries deserves consideration. A certificate is the symbol of preparation and is based on credentials issued by institutions of higher learning offering approved preparation in any of the several fields for which such certificates have been authorized by the State Council of Education. The important fact to bear in mind is that the certificate is the symbol and that it is based on demonstrated com-

petence certified to by responsible authorities of such institutions as have been designated to offer the program.

Since public school secretaries selected from eligible lists now enjoy the same security as other employees in a school district, it is reasonable to understand the increasing desire on the part of the members of the group that the college certificate issued to other employees be made available to those who complete adequate preparation. But the accomplishment of this end must follow four lines: (a) the development of specific objectives, duties, and responsibilities of the public school secretary; (b) the development through cooperative effort of adequate content material of the courses designed to achieve the objectives; (c) the development of a complete pattern including general education, technical education, and laboratory experience; (d) a demonstration of competence and its recognition by the awarding of an appropriate degree.

Dear Secretary:

Please be sure that

— WELCH —

is on your list to quote on  
Diplomas, Science Supplies,  
Charts and Biological  
Materials.

We want very much to  
serve your schools and  
know that to be certain that  
all requests come to us, de-  
pends upon our being on  
your list.

Thanking you,

W. M. WELCH MFG. CO.  
1515 Sedgwick Street  
Dept. NS, Chicago 10, Ill.

## BANNER FLYING HIGH

by

Clara Whips Dunn



Clara Whips Dunn

Miss Hancock replaced the receiver on the hook. Her manner seemed to indicate that the harmless instrument had been a venomous snake. Had she really heard correctly? Had she really heard her friend, Frances, say: "—but Mary, why all that silly talk of STANDARDS in our club? After all the only standard I care about is the salary standard and oh boy does it need raising? What business is it of mine if the younger secretaries need help? What good will learning new ways of doing do me? I'd just like to know . . ." Miss Hancock heard her own voice saying as from a great distance "Very well, Frances—I'll—good night, Frances."

All of a sudden she knew she'd have to prove to Frances that it IS important to have standards—set criteria for good accomplishment—levels for judging your own work and the work of others and measures of success can never be bound east, west, north and south by salary. A standard—Miss Hancock told herself as she straightened her desk for the night—a standard is a banner—a banner that should be flying high.

Other groups of workers have standards. Take the medical profession. Only last week she saw

where Jane's boss—old Doctor Gilligan, had made a talk to the medical society—something about standards. She turned her little car toward his office and before long Jane had slipped her in for a quiet chat. Doctor Gilligan had brought Mary into the world. "Standards in medicine?" he answered her question . . . "Sure they've advanced in the last hundred years—done a lot of advancing in the last five. You see, according to the Oath of Hippocrates that all doctors take when they get to be doctors, the older doctors must share with the younger doctors everything they learn and everything they discover. In other words, every doctor promises to give to the world every new thing he learns. So you see every generation benefits by the work of the last generation. It's the old fellows forever passing on his knowledge that raises standards."

Mary thought of Frances' remark: "After all those young secretaries are competitors. Does it make sense to run around giving away the little tricks of the trade?" But old Dr. Gilligan had said that standards are raised by the experienced passing on to others the fruits of that experience. What better way to do this than through the organization of which they were part? Could it not raise the standards of the secretarial profession as the American Medical Society had helped the young doctors?

Mary's uncle was a chemist. From the midst of his beakers and retorts he looked up to answer her question, "Standards? You must share the knowledge you gain, of course, Mary. But first you must gain that knowledge. To raise standards you need to work and try and everlastingly struggle to learn the truth,—the one best way to do things,—the real answer to many problems . . . No, Mary, just sharing isn't enough. First there must be real knowledge." Frances had said, "A new filing system? Why try to find one? I can get by with this one. Would they pay me any more money?"

The next morning Mary went to the bank to make a deposit. On an impulse she took the elevator to the president's office. To his secretary she told her story and before long she was talking to the town's leading banker. "Standards in the banking business? They've changed lots in the past twenty-five years. Of course we're here to make money but we seek employees for our top jobs whose attitudes are right. We would not employ an executive who did not like people, who did not care to mix with people and to be of service. I think above everything else this business of service to the public as an essential attitude has raised the standard of the banking business."

The next evening Mary dropped by her married sister's only to find her out for the evening and the baby sitter firmly in control of the situation. The toddler was fast asleep and the two older children seated grimly at a table doing home work. "Would you like to wait in the living room?" asked Betty. "We're trying to get our work done before bed time. You see I belong to the Baby Sitters League. We charge a little more but we have certain standards . . ."

Miss Hancock did not call Frances again about the club meeting. Instead she wrote hurriedly the words that crystalized the advice given her:

"A Standard?

It is a banner flying high.

It is held up by many hands.

It moves forward, ever forward.

The young can look at it and feel secure.

The old can gaze on it with pride.

And all can follow it onward, Knowing that wherever there is

a standard flying high

There are values worth fighting to maintain."

She read what her hand had written. It was as if her own voice were speaking the sentiment of secretaries in the schools of all the land. Her mind raced on. She wanted to think through the words to go on the banner and make her suggestion to the national study group. Mary looked down at her hands as she said aloud:

"My hands must help to write the words on that banner and then my hands must help to carry it forward."

---

## It means a *lot*!

### SALES OFFICES:

NEW YORK 11

CHICAGO 16

ATLANTA 3

DALLAS 1

COLUMBUS 16

SAN FRANCISCO 3

TORONTO 7

### HOME OFFICE:

BOSTON

**WE'RE** referring to the courtesies that you, School Secretaries, are constantly showing our representatives.

Your friendly and considerate attitude is a bright spot in the daily work of the people from Ginn and Company. It gives us all a lift — and we look forward to seeing you.

The sunshine of life to you, good friends!

## GINN and COMPANY

---



# YOUR KNOWLEDGE OF AUDIO-VISUAL AIDS

by  
**E. DANA GIBSON**

**Professor of Business Education**  
**San Diego State College, San Diego, California**

If your principal or superintendent during the course of a PTA meeting asked you to obtain such-and-such an audio-visual aid, what would you do?



**Mr. Gibson**

Do you know enough about the terms, trade names, sources, or use of audio-visual materials and equipment to intelligently cooperate with interested personnel? You may say that that is the business of the Audio-Visual Department, but all school systems are not large enough to support such a department. Emergencies arise and you very likely will become involved. Even more important, you can't escape the role of liaison person between the teachers and the administrators on the one side and the outside audio-visual contacts on the other.

## *Terms*

In any subject-matter course the first thing the instructor does is to see that students know the terms to be used so they understand what is being talked about. You should become acquainted with a minimum word list concerning audio-visual materials and equipment. If you don't know the following definitions, it will pay you to learn them:

**16mm**—The width of film used in most school projectors. It may be silent or sound. Film with sprocket holes on each side is silent; one side, sound.

**35mm**—The width of theater film and all filmstrips. It has sprocket holes along each edge. Sound is furnished by means of a record or transcription.

**Filmstrip**—A series of pictures on a 35mm film, with or without subtitles. This name refers usually to a silent series of pictures with subtitles.

**Soundslice**—A series of pictures exactly like the filmstrip but with sound. This name usually refers to a filmstrip with a record or transcription accompanying it.

**Opaque**—The type of projector that transfers pictorial material to a screen by means of reflection through a series of mirrors and a strong light.

**Slide**—Refers to either a 2"x2" or 3 1/4" x4" slide or the slide projector. The larger slides are often referred to as "lantern slides" and their projector as the "lantern slide projector." Usually the smaller slides are shown on combination slide and filmstrip projectors.

**Wire**—The recorder that uses wire as its medium of recording. The wire passes through a magnetic field which records or wipes off the sound.

**Tape**—The recorder that uses tape (scotch or other medium) as its base. The tape passed through a magnetic field which records or wipes off the sound.

**Disc**—The recorder that uses a plastic disc or record upon which the sound is cut by means of a needle creating a recording groove. It usually records at 33 1/3 rpm. This speed and the plastic base are the two main distinguishing features between it and a record.

**Record-transcription**—A record often refers to the old 78 rpm phonograph record. A transcription may have several meanings but many now mean the large 16" phonograph record. Anything under this size is a record.

**Overhead**—refers to the type of projector that throws an image silhouette on a screen over the head of the user, thus permitting him to

face his audience. Some overhead projectors have a large flat plastic plate upon which the user may write with a grease pencil. The Tachistoscope uses a slide through which the image passes before striking a mirror and being reflected on the screen. Masks permit the user to select any portion of the slide needed for discussion.

**Radio, television, facsimile, AM, FM—**Radio needs no definition, but it is the transmission and reception of sound through space without the use of wires. Television is radio with vision added. Facsimile is the transmission of printed matter or pictures intact in their original form. AM means amplitude modulation while FM refers to frequency modulation. AM covers the usual broadcast bands of 500 to 1500 kilocycles. FM covers the lower or shorter bands from 100 on down usually in the 40 to 50 kilocycle range.

**Museum materials—**This refers to three types: specimens, objects, models.

**Pictorial materials—**covers a wide range of materials the most common of which are illustrations, prints, cartoons, graphs charts, maps, posters, pictures, cut-outs, post cards, sketches, diagrams, and drawings.

**School journey—**Refers to trips by students to local, state, national, or international areas outside the classroom for the purpose of learning first-hand information about a topic or subject.

**Reel—**Has two meanings. One refers to the number of feet of film in a motion picture. One reel equals about 400 feet. It also refers to the round wheel upon which a film is wound for use or storage.

**B&W, Color—**These letters refer to black and white. Most films or filmstrips now come in black and white, but color is being added to many new ones.

**Speed—**Speed in audio-visual terminology refers to the speed or rate at which a 16mm or 35mm is run. For silent speeds it is 18 feet a second, for sound speeds 25 feet a second. Speed as it relates to records and transcriptions has already been discussed.

**Flash meter—**An attachment that can be added to the Tachistoscope and

some other projectors by means of which the speed of showing and the length of showing of an aid can be regulated.

### *Trade Names*

In any field, certain companies are outstanding. This is also true in the audio-visual field. You might well be familiar with the following more prominent companies:

**Bell & Howell—**producers of motion picture and filmstrip projectors and accessory equipment.

**DeVry—**producers of motion pictures and filmstrip projectors and accessory equipment.

**RCA—**(ditto)

**AMPRO—**(ditto)

**Coronet—**Producers of motion picture films of a general character.

**EBF (Encyclopedia Britannica Films)—**Producers of general films for all levels of education.

**YAF (Young America Films)—**Producers of films and filmstrips of a general character.

**SVE (Society for Visual Education)—**Producers of filmstrips and slide materials primarily, plus the tri-purpose film strip projector.

**Jam Handy Organization—**Producers of motion pictures and sound filmstrips for business, primarily of a retail or training character.

**MTP (Modern Talking Pictures)—**Producers of motion pictures of a general character.

**Association Films—**Primarily a distributor of films of a general character. (see your local dealer)

**George F. Cram—**Producer of charts, maps, graphs for general educational purposes.

**Household Finance—**Producer of consumer educational materials of a booklet, filmstrip, and motion picture type.

**Informative Classroom Pictures—**Producers of 8½x11 pictorial sets and some filmstrips.



### *Sources of Audio-Visual Materials*

The school secretary should be able to advise the teacher about the major sources of audio-visual materials. Generally speaking, the firm producing the material is the primary source, but these are so numerous that few schools can afford to keep a library up to date on them. Another major source is the educational institutions within a school area, particularly those of the university, city, county, or state departments of education. Most of these institutions have film libraries and they are glad to loan materials to schools on a free or nominal-charge basis.

In addition, there are other general sources with which the school secretary should be familiar. Probably the most important is the H. W. Wilson (H. W. Wilson Company, 950 University Avenue, New York 52, New York) materials. They produce a yearly filmstrip guide and a yearly educational film guide. Both volumes are backed by monthly supplements carrying later film and filmstrip releases. Every school should subscribe to these two services. Another source of materials is that issued by Educators Progress Service (Randolph, Wisconsin) entitled EDUCATORS GUIDE TO FREE FILMS which contains hundreds of listings of motion pictures and filmstrips that can be obtained either free of charge by paying transportation charges or for a nominal fee. Another source is the 1,000 and One BLUE BOOK of Non-theatrical Films (The Educational Screen, 64 East Lake Street, Chicago, Illinois) which contains many excellent film listings and is revised each year.

### *Basic Use Steps*

In order to keep an eye on those using audio-visual materials to see that novices are using these materials correctly, the school secretary should know something about basic-use principles. Every teacher using audio-visual materials should use the following or similar steps in the selection and presentation of materials.

#### *I. Selection of the Aids*

The teacher should check available catalogues and bibliographies to see what aids are available. Then, after selecting those he thinks most pertinent to the topic under discussion, should preview it to see for himself just how well the aid does fit the purpose for which it is to be used.

Select aids for more than one day as most original presentations should be followed by a review presentation a few

days later and the aid may also be capable of use in other classes.

Audio-visual aids can be used to present an overview of a subject area, as a review, as a motivating device, as a means of presenting a definite body of knowledge or the development of a skill, as a summarizing agent, and as a testing device.

#### *II. Preparation by the Teacher*

The teacher should study the aid selected in order to make adequate and intelligent preparation for its use. A lesson plan should include the pre-discussion questions or test, the manner in which the aid will be presented, and the post-discussion questions or test.

#### *III. Preparation of the Students*

The students should be prepared for the use of the aid a day or two before its use. If they are to participate during the presentation, take notes, etc., they must be so informed.

#### *IV. Preparation of the Classroom*

The chairs should be so arranged that all can easily view the aid and the temperature and ventilation in the room should be comfortable. If notes are to be taken chairs with arms or lap boards should be provided.

#### *V. Presentation of the Aid*

All materials needed for the presentation should be on hand before the class convenes. Every member of the class should be well placed to see and hear the aid and should be as comfortable as possible during the process. The presentation of the aid should not take up the entire period as time should be allowed for the post discussion and testing if possible.

#### *VI. Post Discussion and Testing*

Every presentation should be followed by a discussion of the main points involved so that the ideas of the students will be clarified as much as possible. Tests that have been prepared should be given following the discussion.

In many cases a second or review showing of the aid should be made within a few days. Where possible, several presentations at increasingly longer intervals will prove profitable to reinforce the knowledge of skill presented.

A school could very well set up certain forms and encourage the teachers to use them. A card catalogue list of aids that are thought to be worth using should be organized of films and film-

strips that are previewed, a preview record should be made, and a notation of the previewer's opinion should be added. The use of colored cards simplifies record keeping. Those that are used should

have a guide constructed if one is available with the aid being used. The evaluation sheet shown here might well be used as is, or on a revised basis more pertinent to individual school needs.

### AUDIO-VISUAL EVALUATION SHEET

Title of Aid \_\_\_\_\_  
 Producer \_\_\_\_\_ Address \_\_\_\_\_  
 Type of Aid: Film \_\_\_\_\_ Filmstrip \_\_\_\_\_ Slides: 2x2 \_\_\_\_\_ 3 1/4 x4 \_\_\_\_\_ Graphic Materials \_\_\_\_\_  
 Museum Materials \_\_\_\_\_ Pictorial Materials \_\_\_\_\_ Radio: \_\_\_\_\_ FM \_\_\_\_\_ Tel \_\_\_\_\_ Fac \_\_\_\_\_  
 Record \_\_\_\_\_ Transcription \_\_\_\_\_ Sound \_\_\_\_\_ Silent \_\_\_\_\_ Color \_\_\_\_\_ Manual Available \_\_\_\_\_  
 Main Theme \_\_\_\_\_  
 Classes in Which Usable: Bookkeeping \_\_\_\_\_ Business Arithmetic \_\_\_\_\_ Business English \_\_\_\_\_ Business Law \_\_\_\_\_ Commercial Geography \_\_\_\_\_ Consumer Economics \_\_\_\_\_  
 Distributive Education \_\_\_\_\_ Economics \_\_\_\_\_ Filing \_\_\_\_\_ Introduction to Business Office Machines \_\_\_\_\_ Office Practice \_\_\_\_\_ Shorthand \_\_\_\_\_ Typewriting \_\_\_\_\_  
 Used to: Introduce \_\_\_\_\_ Present Overview \_\_\_\_\_ Motivate \_\_\_\_\_ Supplement \_\_\_\_\_ Review \_\_\_\_\_ Test \_\_\_\_\_ Preview \_\_\_\_\_ Clarify \_\_\_\_\_  
 Used in grades: 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_ College \_\_\_\_\_; Most usable in grade \_\_\_\_\_  
 Does it fit grade level of students for which most usable: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Student interest: 100% \_\_\_\_\_ 75% \_\_\_\_\_ 50% \_\_\_\_\_ 25% \_\_\_\_\_  
 Quality of Picture: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_  
 Does it contain irrelevant material: None \_\_\_\_\_ Little \_\_\_\_\_ Much \_\_\_\_\_  
 Would you use it again: Definitely \_\_\_\_\_ Maybe \_\_\_\_\_ Never \_\_\_\_\_  
 Is it a good educational investment: Yes \_\_\_\_\_ No \_\_\_\_\_ For whom \_\_\_\_\_  
 Content: \_\_\_\_\_

#### *Magazines and Other References*

A school library should be encouraged to maintain a file of some of the better-known audio-visual magazines. The school secretary could profitably look these over before routing them to the library. Some of the better magazines on the market at the present time of this type are:

TEACHING TOOLS, Ver-Halen Publishers, 6327 Santa Monica Boulevard, Hollywood 38, California.

FILM WORLD and AUDIO-VISUAL WORLD, (two publications in one), Ver-Halen Publishers (same address as above).

AUDIO RECORD Audio Devices, Incorporated, 444 Madison Avenue, New York 22, New York.

AUDIO-VISUAL GUIDE, 1630 Springfield Avenue, Maplewood, New Jersey.

EDUCATIONAL SCREEN, Educational Screen, Inc., 64 East Lake Street, Chicago 1, Illinois.

BUSINESS SCREEN, 7064 Sheridan Road, Chicago 26, Illinois.

There should be in the library also a few of the better books on audio-visual

instruction and materials. Such a listing might well include:

Kinder, James S., AUDIO-VISUAL MATERIALS AND TECHNIQUES, American Book Company.

Kinder, James S., and McCluskey, F. Dean, THE AUDIO-VISUAL READER, W. C. Brown Company, Dubuque, Iowa.

Dale, Edgar, AUDIO-VISUAL METHODS IN TEACHING, The Dryden Press.

McKown, Harry C., and Roberts, Alvin B., AUDIO-VISUAL AIDS TO INSTRUCTION, McGraw-Hill Book Co.

Dent, Ellsworth C., THE AUDIO-VISUAL HANDBOOK, Society for Visual Education, Inc.

Haas, Kenneth B., and Packer, Harry Q., PREPARATION AND USE OF VISUAL AIDS. Prentice-Hall, Inc.

Weaver, G. G., Bollinger, E. W., VISUAL AIDS, THEIR CONSTRUCTION AND USE, D. Van Nostrand Co.

Hoban, C. F., et al., VISUALIZING THE CURRICULUM, The Dryden Press.

Wittich, W. A., and Schuller, Charles F., AUDIO-VISUAL MATERIALS, THEIR NATURE AND USE, Harper Brothers, New York.

# BLUEPRINT FOR ACTION

by

Eleanor Egner

Chairman, Handbook Manual Committee



COME AND GET IT! ! ! No, this is not a mess call . . . this is a call to each and every NANCY NATIONAL to come and get her copy of her newest publication, the handbook on handbooks. **Blueprint For Action** will soon be rolling off the presses and will be released at the annual convention in Chicago, July 4, 1955. Of course, you will be able to get your copy of the book later—just in case you cannot attend the convention.

You have certainly heard of the "Do It Yourself" craze which has been sweeping the country! ! In almost every newspaper and magazine you pick up these days, there are countless suggestions on how YOU can build anything from a toothpick holder to a house, including all sorts of time-saving gadgets. And those are what NANCYS all over the country are looking for—time-saving gadgets—for in these busy days of increased enrollments, building programs, etc., educational secretaries are having to cut corners and make every single minute count. Many secretaries who have already prepared and compiled handbooks of information and directions agree that much time is saved and many points of difference settled through their use. As any "Do It Yourself" project needs a plan or a blueprint,

**Blueprint For Action** suggests the outline, content, and procedure to follow in making an office manual for you or your office.

One section of the handbook points out some general ideas and purposes for having a handbook; another section outlines the various types of handbooks for your consideration when planning your own; still another suggests ways of making your handbook easily read or referred to (why have one if you don't use it?), and suggests different methods of duplication. There is a section on suggested ways to write up descriptions of some of the jobs most frequently done in your office and shows how they are described in various existing handbooks. Classes in "Office Short-cuts" are always popular at the institutes, so in the last section you will find a few of the ideas and gadgets NANCYS have passed on to their cousins . . . also a list of some of the books, pamphlets, and magazines you might want to add to your bookshelf.

There is one section in which many of you played an important part—the report of the Job Analysis Survey conducted last year by the Research Division of the N. E. A. Dr. Hubbard reports that 1300 of you responded and he has prepared an interesting tabulation of those replies . . . a really streamlined version for the complete report with accompanying charts was sixty-six pages long.

Scattered throughout the book are examples taken from handbooks furnished by NANCYS from coast to coast. The central committee spent many hours in meetings, seminars, and "at home" looking through these sample handbooks and selecting the items to be included in this guide. The writing and the "tying together" of all the material was done by the following committee members:

Newell Burke, Freeport, Texas  
Viola E. Craig, Washington,  
D. C.  
Betty DeKoevend, Denver, Colorado

Pauline Hollis, Frankfort, Indiana

Barbara Jeffers, Hartford, Connecticut

Lucille M. Jones, Evansville, Indiana

Martha S. Luck, Chicago, Illinois

Rachel Maynard, Tucson, Arizona

Corinne Messenger, North Little Rock, Arkansas

Sara E. Milner, Atlanta, Georgia

Virginia Riley, Mount Vernon, Illinois

Hazel Shimmin, Bemidji, Minnesota

Ruby M. Thompson, Jackson, Mississippi

However, this central committee would not have had much material to work with had it not been for the presidents of state and local associations who sent copies of handbooks or asked others in their groups to do so. Since there is not sufficient space in the manual to include the names of all those who answered our call for help, the central committee wants to give credit to all those who sent handbooks, material, and ideas, thus becoming our Contributing Committee members. So we will say a double "thanks" . . . "Thanks" to our magazine editors for giving us this opportunity to say, "THANK YOU, NANCYS."

#### ARIZONA

Phoenix—Grace Holt, Edrie Morris

#### ARKANSAS

Ft. Myers—Mary Meyers

Little Rock—Catherine Yates

North Little Rock—Corinne Messenger, Leola Woodsmall

#### CALIFORNIA

Burbank—Luana Chadwick

Eureka—Sybil Jamison

Los Angeles—Evelyn Shipley,

Betty R. Wells

Sacramento—Betty Jane Powell

San Diego—Mildred Patrick

#### COLORADO

Denver—Marcheta Correveau, Lilly

Miller, Martha Rahe, Shirley

Yetter

#### CONNECTICUT

Hartford—Barbara Jeffers

West Hartford—Dorothy Hogan

#### ILLINOIS

Chicago—U. of Ill. Graduate Professional Schools—Maxine Mason

Mt. Vernon—Virginia Riley

Riverside—L. J. Hauser

#### INDIANA

Evansville—Estherlee Copeland,

Frances Hessler, Lucille Jones,

Martinsville—Maxine Cohen

#### IOWA

Cedar Falls—I. S. T. C.—Betty Stover

Davenport—Betty Bindewald, Bernice Eckstein

#### KANSAS

Independence—Georgia Lee Rockwell

Hillsboro—Tabor College

#### MAINE

Bath—Omah Snipe

#### MASSACHUSETTS

Falmouth—Alberta Donahue

#### MICHIGAN

Grand Blanc—Lorraine Parker

Muskegon Heights—Gertrude Johnson

#### MINNESOTA

Forest Lake—Grace S. Coy

St. Paul—Blanche Dvorak, Eudora Swesey

#### MISSOURI

Kennett—Joan Bray

Jefferson City—Dorothy Walther

#### NEW HAMPSHIRE

Concord—Edith Hammond

Manchester—Jeannette Fortier

Winchester—Stella Godleski

#### NEW JERSEY

Elizabeth—Edith Hickey

#### NEW YORK

Dunkirk—Marie Ivory

East Greenbush—Katherine Moeller

Great Neck—Mary Markovich

#### OHIO

Findlay—Mildred Farnor

Toledo—Margaret Dwyer

Warren—Hazel Mackey

#### PENNSYLVANIA

Bensalem Twp., Cornwell Heights

—Dorothy D. Call

Pittsburgh—Frances Stephan

Sharon—Jean E. Sample

#### TEXAS

Dallas—Fannie Billings

#### VIRGINIA

Richmond—Beulah Tucker Jones

#### WASHINGTON

Tacoma—Sylvia Towers

#### WISCONSIN

Racine—Donna Bidwell, Margaret

Hay, Marie Kanetzke, Jane Mac-

Donald, Mary Slana

## LUCKY ME . . . \*



by

Shannon O. Kimsey,

Secretary, Santa Barbara Junior High,  
Santa Barbara, California.

When I was six and the world was so rosy, I knew that the realization of my two great ambitions, to be a mathematics teacher and to own a "Model T" Ford Coupe, was only a matter of waiting for the time to pass. Now, some few years and many Ford models later, I'm not a teacher as planned, but I do have the privilege of being a school secretary.

What is the job of the school secretary? I decided to check with several persons, all interested, and get the reactions. I talked to a student, a parent, a teacher, and an administrator and found some answers.

First, each of us, in any school system has our job so that boys and girls in our country may enjoy the best education and grow to be respected, worth-while, and happy citizens. The secretary has the opportunity to help parents, school staff, and students themselves achieve this goal.

The student I asked for an opinion (naturally I chose a friend), was quick to say he'd never given it any thought, only that the secretary was there to help him; yes, and his teachers. I questioned further to pin him down and after some head scratching and feet shuffling, he said it wasn't anything big, just little things: a call home for him; help in finding a lost textbook; that talk in the hall the first day when he was really so frightened yet seemed so cocky; and the reminder of certain school responsibilities the day he was

late to a class. He added, jokingly of course, that there might be fewer tests if those office girls would go on home and not run all of those machines for his teachers. However, since he had to have the tests he preferred having them duplicated and easy to read.

I was most happy when the parent I queried had never set our job apart from any other school job—we were just there, part of a group, teaching, counseling and caring for her child. It was, she explained to me, the duty of the school to keep her child contented and learning for most of each day, and if it were done by competent people she cared not who they were nor the title they carried. To me, her statement provokes some thought.

A teacher is more definite in his expectations. He wants his requests for work, for interviews with parents and co-workers, for supplies, etc., promptly complied with and carried through. Since the secretary is in the "middle" of the school a teacher appreciates hearing from her when any student of his has some major accomplishment as well as problem. He appreciates knowing he can call the office in emergencies, for a forgotten key, a special test, a necessary last-minute errand. He likes his work, but usually detests the details; he appreciates any help from the secretaries in making his load lighter, and more pleasant.

The administrator, with whom I've worked many years, wants her secre-

tary to be so familiar with the running of the school, that during her absence at any time, all problems or questions can be correctly channeled to one of the vice-principals and assistants. A secretary never makes administrative decisions, but is always available to help students, parents, and staff in the best way possible.

Like the teacher, the administrator needs to be relieved of all possible detail, that his time might be spent with personnel and community relations. The secretary quickly learns to anticipate the needs of her "boss" and thus saves valuable time for his work. It is very inspiring as well as rewarding to be the "other hand."

Since the secretary is usually the first person to meet the people who visit the school, she knows that she may be largely responsible for public

relations in the school. This should be a challenge and is her opportunity to help show the community what a great institution she represents.

I purposely have not given you the day by day routine of this job as the duties include those of any secretary and bookkeeper. But somehow, and from experience I speak, I can say it's different being a school secretary. It's a challenging, never boring, happy job.

I missed my goal a little, or did I, since my station wagon satisfies my desire for the "Model T" and I daily say a quiet "Thank you" for the privilege of being the secretary of Santa Barbara Junior High School.

\* Reprinted by permission of the author and of the editor. This article first appeared in the January, 1955, **California State Employee**.

---

## GROWING ON THE JOB

by

Madeline S. Strony

What do good supervisors do to promote their own job growth?

1. They keep their eyes and ears open for new techniques.
2. They take every chance that offers to observe more experienced supervisors at work and to see how these others train and work with their employees.
3. They attend conferences and take courses that will help them in their work. These courses usually include human relations which results in a better understanding of the people with whom they work.
4. They assume all the extra responsibility that comes their way and perform it conscientiously. (This does not mean that they overwork, but it does mean that, as they assume new duties, they know how to assign some of their other tasks to their workers.)
5. They speak up. They express their ideas. They know that a fair idea put to use is better than a good idea left on the shelf.
6. They don't, however, volunteer opinions and data before they have had a chance to weigh and verify them.
7. They are extremely careful to be accurate in their statements so that nothing they say can backfire.
8. They avoid the very appearance of fence sitting and the nervous, eager "yes man" attitude.
9. They always "count in" all those who have an interest in any situation in which they are engaged.
10. They help those in their department to grow.\*

\* Reprinted from the March 1954 issue of **TODAY'S SECRETARY**.



# THANK GOD FOR MISS C . . . ! \*

by  
Maurice M. Myers

Registrar  
Richland Junior High School  
Los Angeles, California

Last spring, I was assigned as teacher-grade counselor to a new junior high school. During the summer, I was notified that, due to an unfortunate circumstance, I was to be registrar of the new school and requested to report for duty a month before the opening of school to set up the new attendance office.

Registrar! What glorious vistas that word opened to me. At last, after twenty years of toil and struggle with the *hoi polloi*, I was thus suddenly elevated as by a stroke of magic to a position of eminence and prestige.

Drunk with thoughts of wealth and power, I rushed out and purchased two new suits at a local discount house, flashing my Special Services card furtively under the counter as I did so. Next, I considered purchasing a pair of elevator shoes to lend stature to my new dignity, but discarded the idea immediately. No! Napoleon, even shorter than I, had scorned such subterfuge, and so should I!

As I surveyed myself decked out in my new finery, I thought I could almost perceive the faint outlines of a halo hovering above my head or perhaps it was just a peculiarity of the light reflected in the mirror.

"Registrar!" The word chimed melodiously in my brain. I rolled it succulently around my tongue. To teach no more classes! To have an office of my own! And a clerk to do my bidding! (Secretly I called her my *secretary*—that sounded more elegant!)

Suddenly, with the impact of a wet sponge on a fevered brow, a horrible thought struck me! My madness drained away. Registrar! The word now clanged hollowly through the

stygian recess of my brain like a death knell! What did I know about being a registrar? Nothing at all! I knew vaguely that the registrar was responsible in some mysterious way for keeping track of the school's attendance. The attendance for an entire school? I, who had never solved successfully the problem of keeping track of the attendance of a class of forty pupils! I was now to be responsible for the attendance of twelve hundred!

Frantically, I tried to think. Somewhere I had heard of a terrifying thing called a Statistical. A thing at whose very name I had seen strong men and courageous women blanch and tremble! I tried desperately to recall what went on in the attendance offices of the schools in which I had worked. I recalled lines of pupils waiting to have their absence cards stamped. Surely there must be more to it than that! I remembered the file of little yellow cards each of which was covered with cabalistic symbols which had defied my efforts to interpret. This was what the registrar did!

I couldn't face it! I know that I would fail ignominiously. Better to end it all than to endure disgrace! I considered the possibilities of doing away with myself. I hadn't the nerve! I could run away. But no! I couldn't abandon my wife and children—besides that would mean giving up tenure, and that I would never do!

Aha! I had it! There were handbooks for everything. I, myself, in a rash moment had written one. Surely there was one for incipient registrars. I rushed to the Administrative Offices of the Board of Education. Frantically I ran from office to office. Alas it was all in vain! There was none!

Someone among the blurred myriad of faces that swam past my eyes suggested that I consult with some other experienced registrar. I fruitlessly squandered three dollars and sixty cents on phone calls—they were all away on vacation trips!

And then the dreaded day dawned! After a sleepless night, I dragged myself from my tangled bed and, rejecting the thought of breakfast as revolting, made my way to the office of the new school.

There I was introduced to a lovely lady with a youthful face and beautiful silvery-gray hair. She was Miss C....., the attendance clerk. She smiled pleasantly. Her eyes held a quizzical look as though she could read my mind and penetrate my innermost thoughts. "She knows!" I groaned inwardly.

We were left alone to plan the new attendance procedures. "This is it!" I said to myself, "Nothing to do but try to brazen it out." I cleared my throat, wiped the beads of perspiration from my clammy brow and ventured, "Now, Miss C....., what procedures do you think we should set up for reporting daily attendance in the classroom?" (I thought this a very intelligent question).

Then it happened! I shall never forget the flood of relief that swept over me. Miss C..... calmly picked up the ball and ran with it all the way. It seemed that she knew exactly how it was to be done. Down to the proverbial gnat's eyebrow, everything had been planned. No detail had been overlooked. I could hardly restrain the tears of relief that blurred my eyes and threatened to overflow.

And the Statistical? "Don't worry about that. All you'll have to do is to check my figures—a half-hour's job at the most." Oh joy! Oh, ecstasy! Once more I could hold my head high and face the future with a clear eye (my left).

It was then I learned what every executive and administrator well knows—there is nothing more precious than a good clerk. The acres of minutiae they dispose of! The Gordian Knots they daily sever! The tons of trivia they lift from an administrator's shoulders! A good clerk is as essential to the smooth functioning of an office as is a good teacher to the classroom. Teachers are prone to feel their contribution minimized by the public, yet they, themselves,

are sometimes guilty of the same where clerks are concerned.

Thank God for Miss C.....!

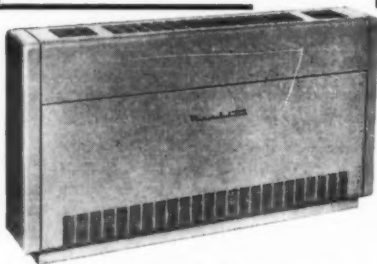
To paraphrase the late Mr. Lincoln, "All that I am, and all that I hope to be (as registrar) I owe to Miss C....." As Lewis and Clark had their Sacajawea, so have I Miss C.....

Frequently of late I have been plagued by a recurring and horrible nightmare. I dream that I am registrar in a school that has no attendance clerk! I awaken with a cry of despair, drenched with perspiration. For a moment I cower there trembling—then sink back to peaceful repose—comforted with the knowledge that Miss C..... exists and that tomorrow (or is it today?) she will be there in the office watching over me.

That is why I say, "Thank God for Miss C.....!"

\* Reprinted from the March 22, 1955 Los Angeles School Journal, by permission of the author and the editor.

# This is the NESBITT SYNCRETIZER



...the Unit Ventilator that sets a New Standard of Classroom Comfort! No other unit ventilator system can give the operating comfort and economy of the SYNCRETIZER. Get all the facts. Consult your architect and engineer.

Free Literature on Request  
Made and Sold by  
**JOHN J. NESBITT, Inc.**  
Philadelphia 36, Pa.



## INTRODUCING . . .



Sibell Card, Educational Secretary of Cambridge, and the  
School Secretaries Association of England

Since 1931 secretary of the Perse School for Girls at Cambridge, Sibell Card currently is a committee member for the East Midlands Area of the School Secretaries Association. She likes to travel, cycle, study birds and animals, and like most American secretaries, also has a hobby of photography.

What training did Miss Card have for her present position? She took a domestic science course and was a school matron in a girls' boarding school before taking a secretarial course. She then worked at a business firm in London but preferred educational work and was first appointed secretary-domestic bursar at the Perse School for Girls. In this position she did all the secretarial work, taught commercial subjects in the sixth forms, ran the domestic staff and did the catering for school dinners.

Now her full day is taken up with secretarial work, a day which closely parallels that of the educational secretary in a private school in the United States. Here in her own words is Miss Card's description of her work:

"The work of the school secretary varies from school to school according to the type of school, number enrolled, whether or not there is a boarding house attached, and so on, but I will give a brief description of some of my duties.

"The Perse School for Girls, Cambridge, is a fee-paying secondary grammar school (founded 1881) of nearly 500 girls aged 8 to 19, and a full-time staff of approximately 30 and about 8 visiting staff. I deal with the headmistress' correspondence, make appointments and when required, interview parents and

other visitors; type testimonials for our Sixth Form girls applying for college entrance, also for girls who have left and are applying for various posts; type stencils for the twice-yearly school examinations; and, one of my biggest jobs, deal with between 300 and 400 applications and queries regarding our annual entrance examinations, sending out the results and often interviewing unhappy parents whose children have not been successful. I deal with the ordering and distribution of the school stationery, and of course deal with innumerable questions and matters over the telephone. Then there are the preparations and organization of Speech Day: the prizes to buy, the 800 or more invitations to be sent out, the seating to arrange and the press report to supervise. Then there are all the various odd jobs and interruptions which all secretaries know about—staff and pupils constantly wanting help, advice or some practical request such as stationery, an address, etc. Though these visits cause interruption, I welcome them as bringing me into contact with the human element in the school. Being an university city, we often take the daughters of visiting professors during their stay here, and we usually have at least one American visitor in the school as well as girls from other countries, a privilege which both they and we enjoy and find interesting.

"There is an accountant who deals with all money matters, except my office petty cash account, and does any work connected with the school governors (of whom there are 15), taking minutes at their termly meetings and dealing with most of their correspondence.

"Our hours are from 8:30 A.M. until 5 P.M. with no Saturday work, but I usually find that I need to stay an hour later each night. We have approximately half the school holidays; that is, we have 4 weeks in the summer, two at Christmas and two at Easter. In all other respects we are considered as full members of the staff."

It was through Mrs. Melba Reid Wixom of Waukegan Township High School at Waukegan, Illinois, an exchange teacher in 1953-54 visiting schools in England and the continent, that Sibell Card learned of our organization and of our magazine. She wrote last fall for permission to reprint from the NATIONAL EDUCATIONAL SECRETARY in their bulletin and it was at that time that she answered our inquiry about their national organization:

"Our association was formed in 1951 for the purpose of enabling school secretaries to meet together for the exchange of ideas in connection with their work of educational administration but not, in its initial stages, to undertake negotiations concerning salaries or conditions of service, and membership of which would not prevent anyone from belonging to any other association if they wished to do so. Since its inauguration membership has increased steadily and is now open to all secretaries, whether full or part-time, of all types of schools, training colleges and university departments. Present membership is 210.

For convenience of administration, the membership is divided into five main areas covering the whole country, each area having its own representative who is a member of the central committee. Area meetings are held usually once a term and provide secretaries with the opportunity of knowing one another and talking over mutual interests and problems. An annual conference, incorporating the annual general meeting, is held in the spring of each year."

And exactly as one of us would write, Miss Card says, "As you know, it is difficult to give an exact picture of one's job, it is so full of small day to day chores plus the unexpected emergencies, but I hope it will give you some idea of the work in an English School."

"Miss D. Dusart, chairman of the School Secretaries Association, joins me in sending greetings and good wishes to your National Association," further writes our sister secretary, "and if any of you should come over on a visit here, please do get in touch with me. I should

very much like to meet you and could show you around Cambridge."

It would be a wonderful experience to visit the schools and meet the secretaries in England. Because few of us have the opportunity to travel across the ocean, next best is to visit through letter. How long before an International Association of Educational Secretaries can be formed when girls of all nations may sit down together?

Thank you for stopping in to visit with us, Sibell. We hope you can come in person next time.

## MEMBERSHIP CONTEST

Our membership chairman in Ohio has really been on the job! Our president will now have another "guest" as a Membership Scholarship winner! **Florence Howell Balshaw** has reported 48 new members this year and many of these, and by far the largest majority of any other state reporting, have come in since our last Scholarship Contest began.

Florence has been active on the job as state membership chairman for a number of years. It has been fun working with her, getting acquainted with her via the mails and even attending her wedding via the newspaper and correspondence!

At the Cleveland meeting the first of April, she entertained her membership committee members at lunch and had 17 out of 22 members present. I hope that all 17 of them as well as the missing 5, will be at Northwestern with Florence. Thanks to you, Florence, for the good work on membership and thanks to you, Martha Luck, for supplying the incentive for the extra "push" on membership. I'll be looking forward to seeing both of you in July.

Sara Milner,  
Membership Chairman

# LISTENING IN

## NORTH CENTRAL REGION

(North Central Region includes: Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, and Wisconsin.)



Mrs. Virginia C. Moore, Reporter  
Thomas Carr Howe High School  
4900 Julian Avenue, Indianapolis 7,  
Indiana

### ILLINOIS

The Illinois Association of Educational Secretaries held its Spring meeting on April 22 and 23 on the campus of the University of Illinois, Urbana. Discussion group meetings were held on Friday evening covering topics of interest to the secretaries. The Saturday guest speaker for the luncheon was the Executive Secretary of the Teachers' Retirement System who talked about "Teachers Pension vs. Social Security."

During the past year the Executive Board of the Association has been very busy planning for the National Convention and Institute to be held at Northwestern University, Chicago campus. Some interesting surprises have been arranged for the registrants at the convention and institute.

Illinois has made great progress during this past year. The association was officially made a section of the Illinois Education Association and invited to attend the workshop held last summer, as well as being a guest at the annual meeting held in Chicago during the Christmas holidays. Further progress was made by electing a member of the association to the Board of the Illinois Municipal Retirement Fund, the pension system covering the non-certificated employees. At this time the Illinois Supplement to "File It Right" is now on the press and it is hoped that it will be ready for distribution at the National Convention.

### INDIANA

The spring conference for more than 100 Indiana educational secretaries was held at Indiana university on March 28 and 29. Dr. Elvin S. Eyster, Dean of the Business Education department of the university, was general chairman of this third annual conference. Presiding at the first general session of the conference was Pauline Hollis, past president of the state association and the topic for consideration was "The Educational Secretary's Responsibility for Growth and Development." The speakers were Professor Paul Seagers of the School of Education and Professor John Bloxsome, past president of the Indiana State Board Association who presented the topics, "The Educational Secretary—The Balance Wheel of the Education Office" and "Rule of the Educational Secretary in Public Relations and Publicity."

A buzz session followed the speakers which was lead by Josephine Saunders. Presiding at the noon luncheon was Professor T. James Crawford of the university and the speaker was the association president, Mary Ellen Dettweiler whose topic was "Our Aspirations and Hopes." The second general session topic was "Improvement in the Practices and Procedures in Education Offices" with Mrs. Dettweiler presiding and Martha S. Luck, national president, presenting "File It Right" slides and commentary. A discussion group followed with Margaret Hannan as leader.

At the conclusion of the general session, four group meetings were held: Group I with Crystal Jones, presiding; topic "Selection and Use of Duplication Processes in School Offices" and Professor H. D. David of the I U School of Business leading the discussion. Group II with June T. Keyser presiding; topic "Principles of Office Layout, Work Flow and Schedule, and Form Design" and Professor Lorenz Waltz of the School of Business as discussion leader. Group III with Lucille Jones presiding; topic "Write It Right" and with Professor Esther Bray of the School of Business as leader. Group IV with Mabel Monfort presiding; topic "Let's Lift the Facade," with Myra Janco, vice-president of Kuttner and Kuttner, Inc., of Chicago. Group III was a clinic on letter writing, transcription, preparation of board minutes, bids, reports, etc. and Group IV was a clinical analysis of each of the girls and her "working" personality.

At the dinner meeting Professor H. G. Entlerline presided and Martha S. Luck gave an address "Blue Print for Action." Following the dinner Professor Esther Bray acted as hostess for the social hour of games and entertainment. Tuesday morning three group meetings were held as follows: Group I with Charlotte Jox presiding, topic "Accounting Procedures, Practices, and Regulations." Mr. Otto Jensen, State Examiner of the State Board of Accounts explained regulations governing state reports; the discussion was lead by Geraldine Chittick. Group II with Barbara Morrison presiding, Topic "Procedures Regarding Auxiliary Services Such as Extra-curricular Funds, Book Rentals, Locker Receipts, Collection of Funds for Charitable Organizations and School Lunch;" Nelle Barnes was the discussion leader. Group III with Virginia C. Moore presiding, Topic "Problems Regarding Central Office Services to Faculty and Departments, Handling Student Personnel, Public Relations, Teachers Certification and Retirement, and Pupil Personnel Records." Maxine Cohen was the discussion leader for this group.

Following the group meetings the last general session was held at which Alma Cripe presided and H. E. Binford representing Robert H. Wyatt, Executive Secretary of the Indiana State Teachers Association, presented "Certification, Retirement and Social Security Considerations for the Educational Secretary." Mamie Mesmer gave a report of the work of the legislative committee of the state association in the continuation of

the certification of school secretaries. Buzz session co-leaders were Estherlee Copeland and Mary H. Marley.

Melba Demaree presided at the noon luncheon at which time Dr. Eyster gave many challenges in his talk "Making Life Worth Living" which gave each secretary the inspiration and zeal to return home to do a better job as an educational secretary and to live a useful and happy life.

Twelve Indiana girls attended the NAES Regional Conference in Cleveland, Ohio on April 1, 2 and 3. The girls attending were: Mary E. Bowers, Crawfordsville; Alma L. Cripe, Beech Grove; Melba Demaree, Franklin; Mary Ellen Dettweiler, Elkhart; Margaret J. Fisher, LaPorte; Pauline Hollis, Frankfort; Lucille M. Jones, Evansville; Mamie Messmer, Martinsville; Virginia C. Moore, Indianapolis; Jacqueline Replogle, LaPorte; Nancy Satkoski, LaPorte; and Josephine Saunders, Muncie.

#### Evansville Association of Educational Secretaries

The officers for 1954-55 for the EAES are: Hazel M. Montgomery, President; Doris Allen, Vice-president; Virginia Putnam, Secretary; Margaret Vogel, Treasurer. This association holds four in-service training meetings each year and in February entertained their bosses and late in April had a tea and the election of officers. Their bosses night was held on February 15 and ninety girls and their bosses gathered at the Community Center for an evening of fun. Hazel Montgomery, president, welcomed the guests and a program of games and entertainment followed. Members of the committee were: Mrs. Kenneth Coomes, chairman; Mrs. Donald F. Wood, Misses Jane Ritter, Marjorie Bethel, Karen Scraper, Nina Tilson and Gloria White.

#### Indianapolis-Marion County Association of Educational Secretaries

The IMCAES held their annual Christmas party at Technical High School on December 13th. The secretaries at Technical planned the party of games the entertainment. On February 22nd, the girls at Howe High School prepared and served dinner for 45 of the members present. The theme of the decorations and favors was in keeping with Washington's birthday. Following the dinner and business meeting a style show was presented by Cecil's, a neighborhood dress and accessory shop.

## IOWA

The IAES publishes a news letter entitled "Fair Secs" and each issue is prepared by girls in different cities. The February issue was published by the secretaries in Waterloo, the May to be published by the girls in Ames and the September issue by the girls in Des Moines. The Board will meet in April to begin planning for next year. "Hawkeye May from Ioway" was the cover girl on the February issue of "Fair Secs."

## MICHIGAN

The MAES held their 14th Annual Convention on April 22, 23 and 24 in the Hotel Harrington at Port Huron. At the opening session the address was given by Ellen Solomon, President of the Michigan Education Association, and following the address Gertrude Johnson presided over the business meeting. In the afternoon the address, "To Make the Most of Your Day" was given by Mrs. Helen H. Green of the Department of Business Education and Secretarial Studies of Michigan State College. The afternoon session was followed with tours to Canada. Florence Harris, president of the Grand Rapids Association of Educational Secretaries, was chairman of the banquet at which Dr. E. C. Beck of the English Department of the Central Michigan College of Education spoke on the topic "The Folks We Work For." On Sunday morning Eleanor Schoenberg, president of the Macomb Association of Educational Secretaries was chairman for the breakfast.

Other state associations may be interested in knowing that the MAES adopted an official pin which has been available for two years.

### Detroit Association of Educational Secretaries

165 members of the DAES toured the Michigan Bell Telephone Company in January. First they were served a big thick steak dinner and then were divided into smaller groups for the tour.

A picnic is being planned for June at the Wayne University farm.

The recording secretary reports the paid membership for this year is 579.

### Flint Association of Educational Secretaries

A meeting was held at Grand Blanc on March 15 and following the business meeting Leonard Redd, science instructor at Flint Central High School, presented slides and gave narration of Mexico. The girls were honored by the presence of Mr. and Mrs. A. J. Brendell, Superintendent of Grand Blanc School and a member of the MEA board of directors, and also Mr. and Mrs. H. H. Petter, Assistant Superintendent of Grand Blanc School. Refreshments were served by Lorraine Parker, President of the Association and Maxine Rayner, Secretary at Grand Blanc. Officers of the FAES for the current year are: President, Lorraine Parker; Vice-president, Barbara McGraw; Treasurer, Harriett Smith; and Secretary, Darene Campbell.

### Grand Rapids Association of Educational Secretaries

Officers for the current year at Grand Rapids are: Florence Harris, President; Ruth Nelson, Vice-president; Sandra Watkins, Secretary; Ruth Morse, Treasurer. Board members are Helene Vander Male, Administrative; Ruth Voshol, High School; and Jean Butler, Elementary School.

Girls of the Grand Rapids school are allowed one visiting day per year to visit any other department of the system. New girls are given an orientation program for two weeks before starting to work and some are given an over-all training in all departments. Each fall the association sponsors a one-day workshop in November for professional growth.

At the beginning of each year the group is broken up into teams which are selected to work as committees for each monthly meeting throughout the year. Each team is responsible for a money raising project sometime during the year but once this year several teams combined and had a big "All Games Party." Each year this group adopts a needy family to help throughout the year.

### Highland Park Association of School Secretaries

Officers for the current year were: President, Jacqueline Whitbeck; Vice-

president, Mabel Morrison; Secretary, Betty Fogarty; Treasurer, Ruth Ann Burns. This association meets six times each year at which a regular business meeting is held and some type of social affair planned by special committees.

#### **Kalamazoo School Secretaries Association**

Officers for the current year are: President, Verna Endsley; Vice-president, Catherine Anderson; Secretary, Doris Eseltine, Treasurer, Elaine Chate-lain. This association meets monthly during the lunch hour which is extended an half an hour on meeting days. This group has worked on a new salary schedule and classification. A rummage sale is being planned to earn money to send delegates to the national meeting in Chicago and to help with expense money for delegates to the state convention.

#### **Macomb Association of Educational Secretaries**

Officers for the 1954-55 school year are: President, Eleanor A. Schoenberg; Vice-president, Dorothy Adams; Recording Secretary, Doris Bondy; Corresponding Secretary, Netta McKeown; Treasurer, Audrey Weishaupt and members of the Board are Eleanor Bates, Mary Ellen McPherson and Adele Schreiner.

The MAES meets three times each year—two meetings are all day meetings held at different schools in the county with a business meeting and a professional speaker and after luncheon a special program of entertaining nature. The other meeting is an annual bosses night banquet which is being planned for this month.

#### **Oakland Association of Educational Secretaries**

The OAES met on March 25 at the Walled Lake Senior High School. The day began with a registration and coffee hour followed by the business meeting. The program was turned over to Thelma Viola, Vice-president, who introduced the morning speaker Mrs. Irma I. Craw, Master of Grapho-Analytic Psychology presenting "Your 'T' Party." The morning session ended with a tour of the building. Lunch served at the school and entertainment presented by the Walled Lake pupils. The day ended with Mr. Merland A. Kopka, Director of Personnel Placement, telling the group "How to Be An Employee."

On April 19th the association had their annual "Bosses Banquet" at Devon-Gables in Pontiac. The program was prepared by the girls of Pontiac with Virginia Sommerville as program chairman. The speaker for the evening was Dr. Walton E. Cole of the First Congregational church of Detroit. Entertainment was under the direction of Mr. George Putnam, Director of Choral Music Department of the Pontiac Public Schools.

The fall meeting will be held on October 17th at the Clawson High School but plans are incomplete.

#### **Business Woman's Club of East Lansing**

Officers for the current year are: President, Betty Rideout; Vice-president, Arlene King; Secretary, Frances Martelli; and Treasurer, Barbara Croy Judge. This association's activities consisted of business meeting, "Coral in Wonderland" which dealt with underwater photography giving glimpses of star fish, octopus and many other underwater fish, "Your Voice Is You," a South American film, "Musical Therapy" and a Smoke Jumper. Also, the club sponsored an institute in March at the Kellogg Center.

### **MINNESOTA**

The Minnesota Association of Educational Secretaries will hold its spring conference on May 14th at the Calhoun Beach Club in Minneapolis at 9 A. M. All members were assured a pleasant and profitable day. This meeting will mark the sixth anniversary of the Minnesota association.

Plans are now being made for a 2-day workshop in the fall at the Continuation Center of the University of Minnesota to stress current problems found in the educational offices at the elementary, secondary and higher education levels.

### **OHIO**

The Fifteenth Annual Convention of the Ohio Association of Public School Employees was held at the Commodore Perry Hotel in Toledo on November 26 and 27. The credentials committee reported a total of 420 registrants for the convention. On the evening preceding the convention the Toledo secretaries held an Open House for all the visiting secretaries and served punch, crackers and cookies. The morning session was the regular business meeting and at



noon the school secretaries enjoyed musical selections by an ex-secretary, Mrs. Bertha Koester, who played a zither. This was followed by a skit entitled "Never, Never Land" presented by the girls themselves. Mrs. Margaret Dwyer, Supervisor of Toledo Clerical Staff, spoke to the group using the topic "Standard Brand" which dealt with the establishment of professional standards for the educational secretary. Mrs. Dwyer is a member of the Standards Committee of NAES.

The very versatile musical trio added much to the enjoyment at the annual banquet held on Friday evening. Mr. Robert H. Ross, of Toledo, was toastmaster. "Words of Wisdom" was the topic of the guest speaker, Mr. E. L. Bowsher, Superintendent of Schools of Toledo.

On Saturday morning another business meeting was held with the election of officers.

Members of the Association of Cleveland Public School Secretaries and the Department of School System Secretaries of the Ohio Association of Public School Employees were hostesses for the National Association of Educational Secretaries Regional Conference at the Cleveland Hotel, Cleveland, on April 1, 2, and 3. Presiding was Martha S. Luck, President of NAES with Phoebe A. Bell, Executive Board member of NAES as general chairman and Hertha N. Newell, President of the Department of School System Secretaries of the Ohio Association of Public School Employees, as chairman. The conference opened with open house and registration in the Empire Room of the hotel where everyone gathered for delightful punch, cookies and party sandwiches prepared and served by the Association of Cleveland Public School Secretaries. Florence P. Keplinger is president of this local association.

The first general session was held in the Red Room at which time Mrs. Newell greeted the girls, emphasized the plans for the day and introduced Dr. Mark C. Schinnerer, Superintendent of Cleveland School, who welcomed the girls to the city. Greetings were extended by Mrs. Luck, NAES president and then she presented "Seeing Is Believing" which was the "File It Right" slides with comments.

Miss Bell presided at the second general session, a forum discussion "What's In Your Job?" based on the job analysis recently conducted by the National association and the research division of NEA and its relation to the establishment of professional standards. Margaret Dwyer, Supervisor of the Clerical Staff of the Toledo Public Schools, was moderator and members of the panel were: Professor Donald L. Grant, Assistant Professor of Psychology, Western Reserve University, Cleveland; Mr. Chalmer F. Lutz, President Cleveland Heights Board of Education; Eleanor Egner, Secretary, Battle Creek Public Schools, Battle Creek, Michigan; and Pauline Hollis, Secretary, Frankfort Public Schools, Frankfort, Indiana.

Presiding at the all-conference dinner in the Cleveland Room was Vivienne Sumpter, past president of the Department of School System Secretaries of the Ohio Association of Public School Employees. The invocation was given by Cannon Vivian A. Peterson, Rector of the St. James Episcopal Church in Cleveland, and greetings were extended by Mrs. Norman Wulff, member of the Cleveland School Board. The Acapella choir of the Cleveland Heights High School, under the direction of George Strickling, presented a program of music. Door prizes were distributed to girls holding lucky numbers.

On Sunday morning Mrs. Luck presided at the brunch and after the introduction of guests which included some of the girls' bosses, she presented Dr. Jordan L. Larson, president of the American Association of School Administrators and Superintendent of Schools at Mount Vernon, New York, who extended greetings from his association. "Human Relations" was the topic used for the morning's address given by Dr. Edna R. Oswald, Professor of Psychology and Head of Special Education Department at Kent State University. This concluded the program for the conference.

#### Akron Association of Educational Secretaries

AAES officers for 1954-55 are: Margaret P. Schifano President; Martha Guess, Vice-president; Leona Randig, Secretary; Merles Johnson, Treasurer.

This association has ten business meetings each year with programs to interest all and at the present time they have two principals working with them in writing a handbook. Their annual Christmas party was held on December 9 at the Smorgasbord in Stow. After having punch served as the girls and their guests arrived, a delicious dinner was enjoyed. After a greeting from the president Margarete P. Schifano and the introduction of guests, the program was turned over to Eltha White, program chairman, who introduced the Cardettes and their director, Miss Miriam Haynes.

Akron secretaries will entertain their bosses at the annual May Breakfast early in the month.

#### WISCONSIN

##### Milwaukee School Secretaries Association

The MSSA social events for this year included a party in October, a Govern-

ment Service League awards night in November, a Christmas party in December, a Valentine party in February, a scenic tour in Wisconsin or Illinois, a Milwaukee Braves ball game in May and a party to close the year in June. In-service training classes were held on February 15 and 17 with Dr. William J. Rowe, School Psychologist for the Whitefish Bay public schools as instructor, whose course "Everyday Psychology for School Secretaries" was the first choice of last year's class members.

##### Wauwatosa Educational Secretaries Association

Officers for the current year are: Rosemary Mueller, president; Jean Krautschneider, vice-president and secretary; and Mabel Bohlman treasurer. This association has four meetings each year for the most part business and professional growth.

Wouldn't this be a fine unit  
for your OFFICE or LIBRARY!!



G24P15-Navigator ...\$195.00

Available in other mountings,  
from \$97.50 to \$175.00.

## NEW! 24-inch diameter WORLD GLOBE Physical-Political

#### OUTSTANDING FEATURES:

1. Four times the surface area of a 12-inch globe
2. Molded wood-fiber plastic for strength and lightness
3. Beautifully colored to show land elevations
4. A wealth of political and cultural data
5. Free ball permits turning or lifting

Write for descriptive circular G54

**DENOYER-GEPPERT Co.**  
5235 Ravenswood Ave., Chicago 40



## NORTHEAST REGION

(Northeast Region: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)

Miss Wilma R. Haight, Reporter  
28 Hillside Avenue  
Glen Ridge, New Jersey

### DELAWARE

The following news from the Delaware Educational Secretaries Association will be of interest to you folks concerned with the problem of secretarial salaries. The Association has a bill before Legislature at the present time which will place both school and state department secretaries and senior secretaries on a salary schedule. The school secretaries were successful a few years ago in having a state salary schedule adopted by the legislature, but this is the first attempt to unify the two.

The Delaware Association, with a current membership of 119, holds two meetings each year. The fall meeting is held in October in conjunction with the convention of the Delaware State Education Association, while in June a second meeting takes the form of a beach picnic and evening banquet at Rehoboth Beach.

Delaware was represented at the Regional Conference held in Hartford March 4, 5 and 6 by Miss Frances Evans, president, and Miss Lois E. Lillie, secretary of the Delaware Educational Secretaries Association, and Mrs. Dorothy Donahoe, president of the Secretaries Association of the City of Wilmington.

### MAINE

The annual meeting of the Maine Educational Secretaries Association was held in South Portland in October. The meeting was preceded by a coffee hour at which the Portland secretaries acted as hostesses. At the business meeting that followed, the name of the Association was changed from the Maine School Secretaries Association to the Maine Educational Secretaries Association and the members voted to affiliate with the National Association of Educational Secretaries.

Maine, too, has been working on the salary problem and in the January issue

of their *Bulletin* there appears a survey showing salaries paid and average years of experience of Maine educational secretaries.

### MARYLAND

#### Baltimore County

The Baltimore County Educational Secretaries Association, a comparatively young organization which has just celebrated its first birthday, is making great strides. The association has a paid-up membership of approximately 80 members; the task now at hand is that of urging this local membership to become members of the national group. Using the national publication "File It Right" as a basis, the Baltimore County Association has now, after many, many hours of hard work, come up with its own publication which will be introduced to all educational secretaries in Baltimore County at a general meeting to be held in April. Dr. James A. Sensenbaugh, Assistant Superintendent in Administration of the Board of Education of Baltimore County, has given the association much help and encouragement, and with his aid it is hoped that Baltimore County will adopt the "File It Right" system as made applicable to its needs through its local committee.

In May at its annual meeting the association will hold "Bosses' Night" and this will be a dinner meeting. New officers will be installed at this time.

The first issue of the association news letter will be off the press the 10th of April. A contest is being held to select a title for this as yet unnamed publication.

Baltimore County, keep up the good work;

Your record to date is inspiring!

Your plans and achievements tend to leave us

Breathless—but admiring!

## NEW HAMPSHIRE

Plans are being made by the New Hampshire Association of Educational Secretaries for a spring meeting at Nashua April 2, under the chairmanship of Miss Theresa Therriault. On April 28 and 29 there will be a state-sponsored workshop at Plymouth Teachers College under the direction of Paul R. Fillion, Director of School Finance, State Department of Education; and Miss Edith Hammond, immediate past-president of the New Hampshire Association of Educational Secretaries.

Seven New Hampshire secretaries were hostesses at the Open House held on the first evening of the Regional Conference at Hartford in March. Mrs. Elvira Collishaw of Exeter, New Hampshire, conducted a panel "Nancy National Meets John Q." According to reports from those present, the participants were unusually well prepared and congratulations are due Mrs. Collishaw for her first-rate job of presiding over the panel.

We are intrigued by the following pithy quotation from the April 2nd edition of the *Bulletin* of the New Hampshire Association:

"The Lord gave us two ends to use. One to sit with and one to think with. Success depends on which we choose—Heads we win; tails we lose."

## NEW JERSEY

Neither snow nor rain nor gloom of night stayed the New Jersey secretaries from their appointment in Trenton at the Annual Workshop on March 26. In adopting the theme "The Educational Secretary in Tomorrow's World," the New Jersey Association of School Secretaries has set its sights on higher professional standards for educational secretaries. With this goal in mind, the morning session of the Workshop was taken up with two discussion groups ably assisted by guest panelists. The Salary Clinic, lead by Miss Anna W. Moore, president of the NJASS, lost little time in deciding that the salaries of educational secretaries are low. Having diagnosed the illness, the group went to work on its cause and cure.

The second group, led by Miss Emma Castner, past president of the NAES

and the NJASS, discussed the pros and cons of professional standards and possible certification of all educational secretaries. As the two subjects were so closely interrelated, the discussion groups were repeated so that all present might have the opportunity of attending both sessions.

The luncheon speaker, Mrs. Louise H. Nelson, president emeritus of the NAES, gave a highly thought-provoking talk on "The New Look." Says Mrs. Nelson, "Take a new look at your office, your co-workers, your boss, your position, and YOURSELF." That last one! Try it. Hmmm!

Miscellaneay: The Spring Luncheon of the New Jersey Association of School Secretaries will be held at Kresge's Department Store in Newark on Saturday, May 7. Dr. Frederick L. Hipp, Executive Secretary of the New Jersey Education Association, will be guest speaker.

The membership committee announces a 25 per cent increase in membership over this date a year ago. An Oscar to Mrs. Joseph Sedlak and her committee for an outstanding performance. They never give up!

Miss Lydia Bernhardt of Point Pleasant Beach, past president of the NJASS, has been appointed editor of *The Bulletin*, the official publication of the New Jersey Association. Miss Bernhardt's ambition as stated on page 7 of the Spring issue is "to have enough material to print and some left over."

Good luck, Lydia! We know just what you mean!

## NEW YORK

Emma Empire extends an invitation to Nancy National and all her cousins to attend the Institute for Educational Secretaries to be held August 1-5 at the New York State College for Teachers at Albany. Sponsors of the Institute are the New York State College for Teachers at Albany, the National Association of Educational Secretaries and the New York State Association of Educational Secretaries. The Institute will include workshops on the use of office machines as well as courses in Voice Development and Public Speaking, New York State School Law, Telephone Tech-

niques, Public Relations, Records Administration and other subjects of deep interest to the educational secretary.

In addition to the courses listed above, there will be special lectures by well-known leaders in education. Dr. Frederick Moffitt, Associate Commissioner, State Education Department, will speak on "Our Strongest Defense for Preserving Democracy—American Education." "What's New in Education?" will be discussed by Dr. Robert W. Frederick, Professor of Education, State College. Mr. Howard Mosher, Principal of Guildland Central High School will tell Institutionalists "How the Secretary Can Contribute to the Educational Enterprise," while Dr. Evan R. Collins, President, State College for Teachers, Albany, has chosen the beguiling title, "A Worm's Eye View."

Miss Eleanor Welch, secretary to the President, New York State College for Teachers, will lead a panel discussion on "Professional Standards," a subject which has become of prevailing interest to educational secretaries throughout the country.

The esthetic and social side of the secretarial profession has not been overlooked. As well as courses in art, drama, literature, and music, the social committee has planned a picnic, a Hudson River boat trip, a banquet and fashion show, and a trip to the Tanglewood music festival in the Berkshires.

Students will be housed in one of the college alumni dormitories located near the campus. Room rates are \$10 for the duration of the conference. This charge includes breakfasts Monday through Friday. Tuition charges payable on arrival are \$11.00.

We note with interest the description of a course entitled "Personal Finance: Money—how can you make it last longer, buy more, and earn more? Want to learn the secret of how to save for that dreamed-about vacation, fur coat or new car?" A trip to Albany this August may well pay dividends!

Additional information concerning the Institute may be obtained by writing to Dr. Donald Mulkerne, New York State College for Teachers, Western Avenue, Albany.

The NYSAES now has a news letter called *The Empire News* edited by Elsie

Barth of Albany. Volume I, Number 1 reports the organization of the Monroe County chapter in January 1955 with Miss Patricia Batt of Rochester as its president.

This year for the first time an office staff section was part of the Long Island Zone Meeting of the New York State Teachers Association.

The school secretaries of Orange County have shown so much interest in the work being done by the State and National Associations that a committee has been formed to investigate the possibility of a permanent active group affiliated with the NYSAES. The committee is formulating the statement of purpose and working on a constitution and by-laws.

The State Association will hold its annual convention in Buffalo on October 7, 8 and 9 under the co-chairmanship of Crete Deming, Canandaigua, and Mary Larkin of Clarence.

## PENNSYLVANIA

Plans for the annual meeting of the Pennsylvania State Association of Educational Secretaries on May 21 in Altoona are rolling along. At the luncheon in the Penn Alto Hotel the guest speaker will be Dr. A. Bruce Denniston, superintendent of the Altoona School District, who has chosen as his topic, "Here I Stand." Following the luncheon, two films from the American Medical Society will be presented. After the meeting there will be a tour of the beautiful Horseshoe Curve Area and the general mountainside regions over the Wopsononock tablelands.

The Professional Standards and Certification Committee has the state association members busy writing letters to members of the Education Committees of the Senate and House, expressing their desire for support of Senate Bill No. 32. With every member doing her part perhaps this will be the Pennsylvania Association's "lucky year" when the bill will be passed.

For the third year Pennsylvania educational secretaries have given many hours of volunteer typing service to the Salvation Army in connection with its annual campaign for funds.

## Beaver County

A brand new county organization! On March 4 educational secretaries in Beaver County met in the Aliquippa High School for the purpose of organizing. At the meeting State President Helen Jayne Hudson gave a most interesting and convincing talk on "Why You Should Belong," and Kay Mitchell, chairman of the Certification Committee, discussed the full meaning of certification and the efforts being made to promote this plan. All those present were given a list of the requirements for certification and questions from the floor were answered most capably by Kay. Helen Jayne Hudson, Janet Klages and Mary Nickel brought with them their slides from the Institutes held in Berkeley, Eugene and Denver. The Beaver County girls seemed most interested and eager to hear about the State Association and were unanimous in their desire to form a group. Temporary officers were appointed to serve until the first meeting in May.

Good luck, Beaver County!

## Fayette County

A survey is being made by the Fayette County Association on the questions of salary, vacations, etc. The compilation of data thus obtained is a difficult job. We educational secretaries seem to be a heterogeneous group!

## Pittsburgh

Do any of you other associations have a segment of your membership from which you never hear? Do you have a group of members who for one reason or another can't get to meetings, luncheons, workshops, institutes and the like? The Pittsburgh Association copes with this problem by enclosing a "Talk Back" form with each issue of their monthly publication, *Keyboard Kapers*. A fine way of obtaining an expression of opinion from outlying precincts!

## VERMONT

The Vermont Association of Educational Secretaries held its annual meeting in Burlington in October. Guest speaker was Edith E. Hammond of Hampton, New Hampshire, Corresponding Secretary of the NAES.

On May 14 the Vermonters will meet in Bennington and hope to have some educational secretaries from the state department and colleges join them at that time. Mrs. Harriet W. Anderson, President of the Vermont Association, promises that this get-together will give all Vermont secretaries an opportunity to "get away from it all" and do something about that Spring Fever!



**"Down East" Chowder  
is Downright Good!**

DID you know that "chowder" means kettle in French? Yes or no, New England clam chowder smacks of old-time Down East cook stoves and kettles where this classic "brew" originated.

Today, Sexton New England style Clam Chowder—faithful to the original recipe—is made in the gleaming kettles of Sexton's Sunshine Kitchens.

Better food stores have it—better lunch counters and restaurants serve it.



**Sexton**  
*Quality Foods*

John Sexton & Co., Sexton Square, Chicago, Ill.

## NORTHWEST REGION

(Northwest Region: Idaho, Montana, Oregon, Washington, Wyoming.)



Mrs. Mildred Clark, Reporter

612 North 63rd Street, Seattle, Washington

### MONTANA

Lucille Baker of Helena writes the most wonderful chatty two-page letters telling us there is no news in Montana! She concludes, "I have an ambition at the present time to try to get other educational secretaries in the state to join the national and then maybe we can organize a state association. So far, my plan is to write letters to these unknowns through their boss asking him to transfer the letter on to them. Perhaps we can do some organizing, and wouldn't that be wonderful?" Yes, it would, and with her enthusiasm we think there will soon be "News" from Montana!

### OREGON

The third year of activity for the Oregon Association of Educational Secretaries was celebrated at the annual convention in Portland on March 19. With the theme "Stepping Stones to Professionalization" constantly before them the Oregon secretaries objectively examined their goals and renewed some resolutions. Mr. Donald H. Grulke led a discussion on "Professional or Amateur." Dr. John F. Cramer challenged the group with his address, "What is a Profession?" Olallie Oregon is setting the pace for other secretarial groups in the Northwest. Many Happy Returns Olallie!

The Regional Workshop held in Salem on January 29 was such a success it inspired the school secretaries in Salem to form their own local association. With an attendance of 25 out of a possible 41 at the first meeting there was no doubt that Salem will soon have its local group more closely knit. They

are working on a constitution and have set the program as a two-fold one, in-service training and social.

### Eugene Association

Eugene has an active association which meets every other month. Winnie Bolinger, editor of "Oregon Tribal Topics" says that quite a number of the Eugene members belong to OAES and NAES as well as OEA and NEA and Lane County Education Association. The officers this year are: Winnie Bolinger, president; Theona Jessen, vice-president; Olga Lokken, secretary, and Dorothy Muhr, treasurer. The handbook committee (Genevieve York, Dorothy Sanders, and Delma Graham) have compiled the first handbook for this group. They are mimeographed with the names, phone numbers, addresses and schools of every secretary and clerk in Lane County!

### Portland Association

The Portland secretaries are pleased that their suggestion relative to a twelve month pay plan has been adopted. Beginning next September the elementary school secretaries will be on a twelve month pay plan as exists for the teachers. The one exception will be in the case of secretaries who are placed on the job after the beginning of school. They will be paid on a monthly basis.

Portland secretaries have voted to hold a workshop for all secretaries. The workshop is scheduled for August 26, 1955.

Bethel Schools, as we have mentioned before plan two-day workshops for the secretaries just as is done for the teachers.

## WASHINGTON

### King County Association

Twenty-eight secretaries representing Highline, Shoreline, South Central, Auburn, Lake Washington and Bellevue districts, chairmanned by Vi Darlington of the King County Schools Office met with representatives of the Seattle Association of School Secretaries and the National Association of Educational Secretaries in a pre-planning organization meeting for a King County Association, at a dinner meeting on March 25.

Following the dinner there were encouraging talks from Elberta Macgregor, treasurer of the National Association, who told the girls the National began with no larger group than this and enumerated the gains in the ensuing years; Esther Parker, representing the Seattle Association of School Secretaries, who told what a local association has done for the girls in Seattle; and Ruth English, National membership chairman for Washington, who outlined some of the gains possible with the combined efforts of two great locals working closely together, such as regional conferences in the area, joint meetings and increased in-service training opportunities. The girls then broke into work-conference groups in which the following questions were discussed and reports brought back to the combined group: (1) What are our needs as individuals and as locals? What should a King County organization of Educational Secretaries accomplish? (2) What would be the most efficient, economical, and useful relationship of the County organization to the local groups? (3) How can we stimulate interest in our districts for such an organization? (4) How can we get enough good leaders to carry us through?

From these four conference groups developed a determination that a King County group should be formed and a discussion on goals and standards, recommendations to the Constitution Committee, a membership plan and in-service training possibilities.

An organization meeting will be held on April 29. The following committees were appointed: Vi Darlington, chairman of Planning Committee; Katherine Moberg, chairman of Publicity Committee; Alice Westcott, Pauline Mottet, Marjorie Ketcham, Lucy Horn, Constitution Committee; Berniece Markey and Bertinel Ferrington, Programs.

President Martha S. Luck of the National Association of Educational

Secretaries sent greetings across the miles to this pre-planning meeting of the first county group of Washington.

### Seattle Association

Seattle Association of School Secretaries feel elated over the recognition given their group through the 1955 Yearbook of the American Association of School Administrators, "Staff Relations in School Administration." Seattle's secretaries are praised for their efforts to "improve their status, personal competence and value to the Seattle School System." This article appears on page 130 of the AASA Yearbook.

Thirty Seattle School secretaries are enrolled in an in-service class entitled "Public Relations for School Secretaries." The class meets for six two-hour sessions from March 7 to April 18 under the direction of Mr. Wayne Dick, director of adult education for Seattle Public Schools. Mrs. Frankie Schmitz, Personnel Manager of the Children's Orthopedic Hospital, is coordinator of the class. Mr. Willard Bergh, director of public relations, and Miss Beth Coghlan, director of distributive education for Seattle Public Schools are co-operating with Mrs. Schmitz and are each teaching one session.

The annual meeting and spring luncheon of the Seattle Association of School Secretaries will be held on May 14 at the Top of the Town in the Sorrento hotel. Mrs. Henry B. Owen, president of the Board of Directors of Seattle Schools will be the speaker at the program following the luncheon.

Seattle Association now numbers 162 local members with 84 also enrolled as members in the National Association of Educational Secretaries.

### Other Organizing Groups

Bremerton school secretaries are contemplating an organization and have asked for a copy of the Seattle constitution. Bremerton is in Kitsap County.

Bellevue secretaries met for a potluck dinner in February. A committee was appointed to work on a clerical salary schedule at the request of their superintendent.

Spokane secretaries held a luncheon meeting on April 6. They have not organized but feel they benefit from their contacts with each other in this purely social manner.

The final meeting of Yakima Secretaries for this year was a dinner meeting on March 29.



## WYOMING

While Grace D. Clarke of the Cheyenne Public Schools insists there is nothing of note to report, the Northwest reporter feels it is news indeed to know that Wyoming is still recruiting mem-

bers. Miss Velma Lindford, the new state superintendent of public instruction, has been an active worker in the N.E.A. and with the Classroom Teachers' Association. This is bound to reflect in professional interest among the school secretaries of Wyoming.

---

## SOUTH CENTRAL REGION

(South Central Region: Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas)



Miss Bernice Johnston, Reporter

Herculeaneum, Missouri

## LOUISIANA

### New Orleans

Reports from the New Orleans Public School Educational Secretaries Association always indicate meetings which are well-planned and executed and activities which have much appeal.

Isabell E. Carter, the alert President of the New Orleans group, presided at the monthly meeting on March 8. Devotions were led by Ione B. Bertrand. Miss Fannie C. Williams, former principal of the Valena C. Jones School in New Orleans, was the speaker. Emphasis was placed on attendance at the Convention and Institute for Educational Secretaries at Northwestern University in Chicago from July 2 to 8.

Of special importance on the agenda of the February meeting was a report from the Committee on Human Relations. Isabell Carter writes that the New Orleans Association of Educational Secretaries has representation on the Human Relations Committee formed by the Superintendent of Schools in New

Orleans. The secretaries' group hopes to have something worthwhile to contribute to the New Orleans school system before the close of this school term.

At the February meeting a summary of activities from September through January was given. A report was made by Eloise J. Dunn from the Portland Elementary School Secretaries Association. Summer Conventions and Institutes were discussed by Mrs. V. H. Jiles. A special committee was set up for a social meeting for May 10 to end the year's activities.

## MISSOURI

"How to Make Your Boss a Millionaire" was the theme of Miss Hickey's Alumnae Association Fourth Annual Workshop for Secretaries held Saturday, March 19, 1955, at the Chase Hotel in St. Louis, Missouri. It is estimated 450 secretaries, of whom several were St. Louis County school secretaries, enjoyed the three morning sessions, the exhibits, and the luncheon and fashion show in the afternoon.



Mr. F. W. Huntington, vice president, Ralston Purina Company, St. Louis, in his contribution entitled, "What I Expect of My Secretary," told us he expected his secretary to enjoy and understand his job. He wants her to know the "why" as well as the "how" and "when." He stressed pride of craftsmanship which can be brought about through initiative, interest, loyalty to decisions of others, willingness, self-management, courtesy, and tact. He mentioned ability of secretaries to adjust to the boss's faults, to be tolerant because of pressure, and to respect confidence. While he admitted that secretaries may be taken for granted, he reminded the girls that life is a two-way business.

A panel of four members with Margaret Hickey, director of Miss Hickey's School for Secretaries in St. Louis, as moderator, emphasized personality. Dr. E. S. Brandenburg, acting dean of Washington University and a member of the panel, suggested the need for a definition of personality. Public Relations was explained as "treating the Public a mite better than your Relations." The question was asked of secretaries, "Are you cheating yourself or cheating the boss?"

Office Courtesy with accompanying film was presented by Miss Mary Mundy, customer service advisor of the Southwestern Bell Telephone Company in St. Louis.

To climax the Workshop Dorothy Bond, "Champion of the Working Girl" and creator of leading newspaper features, appeared at the one o'clock luncheon and fashion show in the Chase Club. As she drew cartoons which were given to those present Miss Bond told the secretaries how to make their bosses millionaires, and at the same time have fun and benefit from doing it!

#### St. Louis County

The Windsor Room of MEDART'S in Clayton was graced Saturday, January 22, with 28 educational secretaries and 1 guest (sister of the President of the St. Louis County Educational Secretaries) from St. Louis County. Eight school districts, the County Superintendent's office, and the St. Louis County Teachers Association were represented in the group. We wish to recognize the Ferguson-Florissant R-2 school secretaries because they presented the largest representation for roll call.

Attention was called to the March 11, 12, and 13, Workshop in Warrensburg, and interest was manifested in the announcement that "temporary plans have been made to house the secretaries in one of the residence halls on the campus" of Central Missouri State College, probably the boys' dormitory. (Elsie Roth of Clayton had a decidedly mature attitude toward this announcement—she confessed she "lived" in the boys' dormitory on the Chicago Campus when she attended the Northwestern Workshop "years ago"!)

Mrs. Ruth Barthel, business secretary for the St. Louis County Teachers Association, tried to convince the secretaries that they did not work too hard at their jobs to relax with a game of Point-count system bridge! During the card party of the afternoon the secretaries had the privilege of receiving a bridge lesson from Mrs. Barthel, but all were not convinced. Bridge playing, in the opinion of the secretaries present, is more difficult than striking keys on an electric typewriter!

The St. Louis County Association of Educational Secretaries met at dinner in the Kirkwood High School March 28, 1955. Miss Mary Glastris, Executive Secretary, Boys' Town of Missouri, spoke to the group and presented a colored, sound film showing what is done for young delinquent boys with not less than 85 I. Q. between ages of 9-14. The school is located 2½ miles from St. James in beautiful Ozark territory, and is concerned with about 100 boys.

In a very worthwhile business meeting dues of the St. Louis County Association were raised from 50 cents to \$1.00 and the matter of having the Vice President automatically become President of the Association was discussed at length. The Treasurer reported a membership of 73 out of a possible 219 membership. Fifty-seven reservations from 12 districts were made for dinner. Plans for future meetings were presented by President June Roberts. Betty Neininger from University City Schools reported the Warrensburg Workshop. Of the 100 secretaries in attendance, thirteen were from St. Louis County. The theme of Miss Hickey's Alumnae Association Fourth Annual Workshop in St. Louis, "How to Make Your Boss a Millionaire" was detailed by Elsie Roth from Clayton.

The evening ended with a tour of the recently completed Administration Building of the Kirkwood Public Schools.

## SOUTHEAST REGION

(Southeast Region: Alabama, Florida, Georgia, Kentucky, Mississippi, North and South Carolina, Tennessee, Virginia, West Virginia.)



Mrs. Beulah Tucker Jones, Reporter

3856 Fauquier Avenue, Richmond, Virginia

As another column goes to press, this reporter, though breathless, is proud and happy. This time there are "new faces" among our group of contributors. The good word has been passed along the line and news has come trooping in.

Stay in the groove, Southeasterners! Keep gathering news during the spring and summer and let us hear from you in September. In the meantime, may your vacation be filled with relaxing hours and happy days!

Will I see you in Chicago? 'Twould be fun!

### ALABAMA

The Department of School Office Personnel held its annual meeting on March 24 and 25 during the meeting of the Alabama Education Association. According to the report from Virginia Gregory of Fairfield, president of the Department of School Office Personnel, the success of the meeting exceeded all expectations. A copy of the excellent program illustrates why the girls from Alabama attend their meeting in "large numbers." They are *worth attending!*

On Thursday night, March 24, the girls were sumptuously entertained at the annual banquet. There was feasting and frolic aplenty. It is very evident that these folks down South like to sing.

The program on Friday morning, March 25, presented as its main feature a Panel "Educational Forecast for Alabama." Dr. L. Frazer Banks, Superintendent of Birmingham City Schools, was moderator for this panel discussion. Associated with him on the panel were the following persons: Dr. A. R. Meadows, superintendent, State Department

of Education; Dr. C. P. Nelson, superintendent, Anniston City Schools and president-elect of the AEA; Dr. Frank Philpot, acting director, division of Secondary Education; Mr. Roy T. Alverson, supervisor of Local Accounting and School Lunch Program; Mr. Raymond D. Hurlbert, president, Alabama Educational Television Commission; Mr. Fred Dow, field representative Social Security Administration.

It is interesting to note that some of the girls are taking a course in Letter Writing this spring at the University Center in Birmingham. This course gives college credit.

The new officers elected for the coming year are: President, Miss Jane Shelton, Cullman; Vice-president, Mr. J. O. Steele, Talladega; Secretary-treasurer, Mrs. Aline O. Howle, Anniston.

### FLORIDA

Mrs. Alma Barner, general chairman for arrangements, and her committee are responsible for a most successful meeting of the FAES on March 18 and 19 in Tampa. This meeting was held in conjunction with the annual meeting of the Florida Education Association.

At the opening luncheon at Bartke's Restaurant on Friday, a St. Patrick's Day theme was carried out in table decorations and favors. Dr. Martin Griffin, professor of English and Psychology at the University of Tampa, was the guest speaker. His discussion of the topic, "People Are a Pleasure" rounded off the luncheon in fine style. (Reporter: This topic intrigues! What a subject for a rollicking discussion of human relations!)

At the close of the business session held at 2:30 in Madison Junior High School, the girls enjoyed a showing of the popular film, "File It Right." On that evening at the Municipal Auditorium the girls "tripped the light fantastic" with the members of the FEA.

The following slate of new officers were elected and installed: President, Charlotte Coxe, Dade County; Vice-president, Alma Barney, Hillsborough County; Corresponding Secretary, Alice Williams, Dade County; Recording Secretary, Evelyn Cluster Pinellas County; Treasurer, Margaret Howell, Dade County.

#### **Dade County Association of Educational Secretaries**

Mrs. Margaret Hinds, retiring president of the Dade County Association of Educational Secretaries, gives an enthusiastic report of her trip to Tampa to attend the state convention of the Florida Education Association. Attending this meeting with Mrs. Hinds were the following members of the Dade County Association: Nina Aufort, Charlotte Coxe, Celia Bordeaux, Margaret Howell and Alice Williams. Our sympathy to Betty Joe Abbott who couldn't go because she had the mumps!!

The girls came home from this "fine and inspirational trip to Tampa" to plan interesting events for the Dade County group. In April they had a get-together and cafeteria style dinner to give a report on convention activities. This meeting served to point up the intensive membership drive for both state and national members which has been inaugurated by the Dade County Association. This forward-looking, up-and-coming group of Floridians is determined to have a seat on the Advisory Council at the National Convention this year. The new state president, Mrs. Charlotte Coxe, who happens to be from Dade County, will (they hope!) attend the Convention and Institute at Chicago in July.

A new slate of officers for the Dade County Association will be presented and installed at the last meeting in middle June. Custom makes this a luncheon meeting, a social event to which the secretaries look forward—a grand finale rounding off the year's work.

#### **Hillsborough Association of Educational Secretaries**

On April 18 the HAES had a gala time at the "brand new" Yates Elementary School in Plant City. It was Bosses Night and all of the principals and administrators were the guests of their secretaries. Mrs. Sadie Lobo, general chairman for the affair, made it her business to see that the bosses received a real treat—a good dinner and a wonderful entertainment. The bosses were thrilled!

Twenty of the Hillsborough County secretaries have been doing double duty during the winter and spring months. They have been taking an extension course in public relations which was sponsored by the University of Florida Extension Division. As a result of this class, the secretaries have planned to compile a handbook for educational secretaries. This handbook, the first to be produced in Hillsborough County, will state policies, give helpful hints, and explain the forms used in the schools. Mrs. Love, the president, expressed in part the purpose of this work: "We believe it will be a help to present secretaries and a godsend to new ones." She adds in a postscript: "We would appreciate copies of handbooks from other states." Let's give Florida a hand in this helpful project. Send along copies of handbooks now in use to Mrs. Alene Love, 10703 N. Oregon Circle, Tampa 4.

In May, before school closes, Hillsborough will elect new officers. Mrs. Jessie Carter is chairman of the nominating committee. In June Mrs. Mildred Williamson is planning the annual luncheon which the secretaries always anticipate with pleasure. This will be an installation luncheon and will close the work of the year.

#### **Pinellas County School Secretaries and Office Personnel**

A welcome word comes from the Pinellas County secretaries who have been organized for the space of only two short years. On April 16, 1953 this group saw the light of day as an organization. It became affiliated with the FAES on February 18, 1954.

Miss Lois Buell, recording secretary for the association, writes encouragingly of the progress made by the Pinellas secretaries and office personnel since they have been a united group. The fact that they have already brought about a single salary scale argues well for the kind of team work that has been set in motion. This year they, too, have taken the handbook project as a part of their program.

Their four meetings a year are not planned for business alone. They usually meet in a school cafeteria where they enjoy together the evening meal. Following dinner, they "have been privileged to hear many interesting speakers."

In the future there will be more news from Pinellas County.

## GEORGIA

Georgia's Uncle Remus stood the return trip from Oregon fine! He arrived inside his wrappings and even his whiskers were intact. He was pleased to meet the girls in Atlanta at the time of their state meeting and was delighted to bring to them a rapid fire account of his trip across the country. The girls thought he did pretty well to get back home in such good condition, after hearing about his trek across the county to Oregon where he arrived sans wrappings and with excelsior in his whiskers! They were so envious of his good times and "educational experiences" in Oregon that several of them are making plans to go with him to Northwestern this summer.

Uncle Remus' presence at the state meeting must have encouraged some other men to look in on the secretaries, for after hearing to what extremes the Georgia secretaries had gone to get a man in their midst they must have taken pity on them. A good number of the bosses arrived for the luncheon. They were not only choice "bosses" but good sports as well for they joined in the fun and even sang the new "ditty" which was inspired by Dr. Kramer's article on "Personality and Laughter" which appeared in our last issue of the National Educational Secretary. You will have opportunity to try this song and practice its philosophy at Northwestern for you needn't think that Sally Milner is going to miss the chance to let you participate. Keep your "apples up," girls!

Officers were elected and presented for the coming term of office. They are Sara Milner, president, Wanda Craven, vice-president, Mildred Whitehurst, corresponding secretary, Louise McCoy, recording secretary, and Sara Stokes, treasurer. The district chairmen who are at present serving on the Board will continue for another year.

The GEA Planning Council, to which the officers of the GAES are invited, will be held in Athens at the University on April 29 and 30. It is at this meeting that plans for the coming year are made.

### Augusta Educational Secretaries Club

It was soon after the meeting of the state group in Atlanta that the Augusta Educational Secretaries Club entertained their principals at the Garden Center. Not only did the *Augusta Herald* give quite a nice spread to this event, but they included a group picture of the president of the board, the superintendent of schools, the district director of GEA and several of the officers of the Secretaries Club. We are happy for the Augusta group that they have established such an active club and are hoping that it won't be long before they will have become an affiliate of the NAES. This group has been quite active in the state group and form the nucleus of the district which has the largest number of state members. In case you want to associate Augusta in your mind, you may have read in your newspapers that it is there that our President Eisenhower has his little White House to which he frequently flies for golfing.

## MISSISSIPPI

The president of the National Association of Educational Secretaries, Mrs. Martha S. Luck of Northwestern University, spoke to approximately eighty members of the Mississippi Association of Educational Secretaries and their bosses at the noon luncheon on March 17 at the Robert E. Lee School. She was also the featured speaker to the secretaries at their sectional meeting in the afternoon.

Mrs. Luck spoke on the subject, "Blueprint for Action," to the girls and their bosses at the noon luncheon. In her subject she covered the skills and techniques, the qualifications and personality of the educational secretary. Her talk was described by those who heard her as *wonderful*.

At the sectional meeting at 2:30 Mrs. Luck discussed practical problems of local associations and how to solve these problems.

The president of the Mississippi Association of Educational Secretaries, Miss Ruby Thompson of the State Department of Education, presided at the luncheon and the sectional meeting; Miss Jessie Morrison of Mississippi Southern gave the invocation; and Miss Ruth Ann Orr, accompanied by Miss Barbara Shotte, sang "Danny Boy."

The officers of the Mississippi Association for 1955-56 will be Mrs. Jo Campbell, Jackson Public Schools, president; Miss Eulala Thornton, State Department of Education, vice-president; Mrs. Alma Louise Smith, Copiah-Lincoln Junior College, treasurer; and Mrs. Flossie Patrick, Vocational Rehabilitation Office, Senatobia, secretary.

#### NORTH CAROLINA

In the last issue of THE EDUCATIONAL SECRETARY news from the North State closed with an invitation from Isabelle Sawyer, president of the NCAES inviting educational secretaries everywhere to attend the annual meeting in Winston-Salem in March. Later reports from North Carolina have convinced us that Isabelle spoke *knowingly* as she gave this blanket invitation, and that "secretaries everywhere" were the losers for not having shared with the NC girls an outstanding occasion. As one fills in the bare outline of the program, which was given in the last Listening In Column, with exciting details, the secret of the success of so young an organization (begun in 1951) is clearly revealed. Enthusiasm escapes even from the printed word. Here is a group that has passed the "get set" stage; they are "on the go"!! We give a somewhat detailed report because we think the ideas are worth sharing.

The unique theme for the year and for the annual meeting—"Personable Secretaries—Better Public Relations"—has been more than a theme. It has become a program of action. It is reflected in a widespread interest throughout the state which has resulted in a large membership with more than 50 per cent in attendance at the annual meeting. There are 207 members, three of them being men!

It is given emphasis in the following poem written for the North Carolina Educational Secretaries by Mrs. Edith Earnshaw of Wake Forest. Entitled *Faithful Educational Secretaries*, it highlights the Code of Ethics which the president cogently refers to as "Our Guide":

We learn by looking in the dictionary  
From "secret" comes the word *secretary*.

To crises we can all become adjusted  
By simply proving that we can be trusted.

And we must give our tasks our best attention—

Even the ones too trivial to mention.  
This then is *SERVICE*—if, without commotion,

We give our cause unqualified devotion.  
*SKILL* we must have—O listen and believe it:

Perfection is our goal, can we achieve it?

*INTEGRITY*—This is a word old-fashioned—

Like *SKILL* and *SERVICE*—plain and unimpassioned;

These vital three are shining luminaries  
Lighting the path for faithful *EDUCATIONAL SECRETARIES*.

The theme was further illustrated in the Share-An-Idea session at the annual meeting. The girls (and boys!) divided into four groups defining their jobs and held forth without benefit of speakers. The president says this about her "personable secretaries": "One of the group leads in case the discussion dies down. You would be amazed at the interest in these groups because *everyone* participates in the discussion."

Those who planned cared well for the social side of the secretary's living. At a delightful banquet on the first evening of their meeting the speaker was Clifford Beckwith, executive secretary of the North Carolina Employees Association. He was introduced by Rudolph Ofcharik, one of the men of whom the association boasts. Mr. Beckwith's talk on "Nothing" lent a humorous and clever touch to the evening. Following the talk there was a drawing for door prizes. The banqueters lingered to get acquainted and to make the occasion a real get-together.



On the second morning at a Candle-light Breakfast the annual meeting ended in a glow of expectancy. A fitting tribute was paid Mrs. Sawyer when her "wonderful secretaries" presented her with a Life Membership in the NCAES and with a gift of silver. At an impressive installation service these new officers were installed to go forward into a new year of great promise:

President, Mrs. Hazel S. Harrelson, Whiteville; Vice-President, Rudolph Ofcharik, Raleigh; Recording Secretary, Mrs. Margaret M. Lipe, Albemarle; Corresponding Secretary, Miss Ella Cooper, Washington; Treasurer, Miss Ella Pinkston, Salisbury; Parliamentarian, Mrs. Marie M. Morrow, Beaufort County.

### TENNESSEE

The first news reported from Tennessee is as refreshing as a spring zephyr. Sarah G. Kelly, executive secretary to the Superintendent in Sumner County, writes: "We have a very active group in Tennessee of about 100 members. The 87th annual convention of the Tennessee Education Association met on March 31 and April 1 in Nashville. The secretaries always attend this meeting. Waurine Walker, president of the NEA and the Honorable Nickolas Nyaradi, former Minister of Finance of Hungary, spoke at the general session. Following this meeting, the secretaries left by chartered bus for Old Hickory, a short distance from Nashville, where they were the guests for the day of the Dupont Company, and president Ray Fisher received the group. Luncheon was served in the Dupont Cafeteria after which a business meeting was held in the Conference Room. Miss Dorothy Driver of Nashville, president of the Tennessee Association, presided. A fine day was enjoyed by all!"

Nancy National is proud to claim kinship with Tennessee. One hundred cousins are a big family and she would like to know them better. Tennessee strikes a responsive chord with Nancy as Sarah Kelly writes: We are always interested in the "doings" of the secretaries and each of us should work to promote the importance of this profession.

We hope these "cousins" will join hands as they line up in the ranks of the NAES. There is a place in the national scene for an organization that has a pattern for yearly meetings like the one described above.

### VIRGINIA

Spring is here and the sap is rising!

In Virginia, down where the South begins, the lilac has already blossomed—and we are glad—for

"Through all the frozen winter  
Our nose has grown most lonely  
For lovely, lovely colored smells  
That come in Springtime only:  
The purple smell of lilacs—  
The low white smell of clover  
And everywhere the great green smell  
Of grass the whole world over."

There is another reason why the return of springtime in Virginia is welcome. It is the harbinger of Institute time for the VAES.

Longwood College in Farmville was once again the happy setting for a very fine Institute on April 15, 16 and 17. More than fifty secretaries and clerks of boards journeyed to Farmville from all parts of the state to participate in Virginia's second highly successful Secretaries' Institute. "We are a part of the educational family" was the unusual theme chosen by President Lucile Garrison and her committee. A spirit of togetherness was caught the moment one stepped upon the friendly Longwood Campus. This atmosphere of at-homeness was maintained by all throughout the entire week end.

At the open house on the first evening the girls decided to "Keep It in the Family." The Richmond girls held the spotlight for the opening number as they presented a skit which they had created and prepared. This production, "A Secretary's Dilemma or It could Happen to You," permitted the secretaries to toot loudly their own horns. This they did to the great enjoyment of all. Following this Richmond offering, many of our very own exhibited talent that would have done credit to Broadway.

On Saturday, in the general session, the group learned much about "Our Larger Family." The merits of the VEA, the NEA, and the NAES were ably presented. We were particularly happy to have Miss Katherine Hoyle, director of field service for the VEA, share this part of the program with members of our immediate family. Highlighting the national phase of our larger family we had our own Constance King Cowardin, past president of the NAES.

At 10:15 A.M. "The Family at School" brushed up on business English and enjoyed a showing of "File It Right." Dr. M. L. Landrum, head of the Business Education Department at Longwood, cared well for our family while at school.

At 1:30 P.M. in a "Family Conference" the girls aired their questions, pooled their ideas, and evaluated the Institute in a free-for-all that added an enthusiastic exclamation point as a *finis* to this Family's schooling. Mr. Ray Reid, assistant superintendent of Public Instruction for the State of Virginia, very ably led this section of the program.

At the banquet on Saturday evening the girls came in a gala mood and enjoyed an evening of genuine cordiality. The Methodist Church of the town was the host.

On Sunday morning the gals slept a little later, went to the church of their choice, and returned to the College for lunch and genial goodbyes. Thus ended "a family affair" of real significance to the VAES.

#### **Fairfax Association of Educational Secretaries**

News from Fairfax (organized May, 1954)—still the baby association of Virginia in point of time—gives the impression that *here* is a "baby" that has healthfully grown. This is the evidence:

1. An excellent set of standards, which reflects real insight, has already been developed and adopted. The efforts in this direction have earned for the Fairfax Association headlines in "Chalk Talk," the publication of the Fairfax Education Association.

2. Mention is made in the March issue of "Chalk Talk" that the secretaries' group has under consideration "ways to effect a salary raise for educational secretaries." (Good going for youngsters!)

3. The membership has already reached 30 and the aim is to include on the roster all 49 school secretaries together with the 19 school board secretaries.

4. The Fairfax Association has the distinction of being a part of the Fairfax Education Association and holds its meetings at the time the Fairfax County meetings are held.

5. The Public Relations Committee, of which Jo Ann Cofer is chairman, has developed a program which is designed to keep a "spirit" alive among the group. Each month a bulletin is sent to members carrying some unique message. In January a helpful hint went from Frosty Snowman on how to launder sweaters painlessly. In February the message was a Valentine greeting in verse with a reminder of the month's meeting. In March the girls were sent a St. Patrick's Day quiz and were asked to:

"Accept our little SHAMROCK  
And pin it to your frock."

An Easter greeting went in April, and in May beautiful little baskets found their way to the secretaries' desks. In June, when vacations are in the offing, let us hope the suggestion will be:

"Go, go, go to Chicago!"

(With apologies to Mississippi!)

At a dinner meeting in May the girls rounded off a good year's work with a flourish. According to "Chalk Talk," they entertained themselves royally. At the close of the first year hearty congratulations go to Mary Dye, president, and her assisting officers who have set a fine precedent for the Fairfax Association of Educational Secretaries.

#### **Richmond Association of Educational Secretaries**

At the March meeting of the RAES the skit, which the Richmond secretaries were to present at the VAES Institute at Longwood College, added a lively bit of interest. It was the springboard from which Mrs. Lillian Elliott, president, launched forth on a convincing presentation of the merits of the VAES Institute. The result? Fifteen secretaries left Richmond on April 15 for a week end of fun and study. Further results? Those who went, especially the first-timers, enthusiastically agreed that many values accrue to such an experience: a "lift" has been put into the daily routines and there has come a new perspective which adds meaning to the little old job.

At this meeting plans were projected for Richmond's participation in the Convention and Institute at Chicago in July. The association voted to pay fifty dollars



toward the expenses of Mrs. Ruth Garnett who was chosen as the delegate. The president was instructed to ask Superintendent H. I. Willett, to furnish additional financial assistance for other secretaries who may consider attending the Convention and Institute. Mrs. Marion Harris and Mrs. Beulah Tucker Jones plan to go to Chicago with Mrs. Lucile Garrison, president of the Virginia Association, who will go as their delegate.

The May meeting of the RAES was the gala and closing event of the year. A luncheon meeting was held at Wright's Town House. The following officers were elected for the coming year: Mrs. Ruth L. Garnett, president; Mrs. Lacy R. Seabright, vice-president; Mrs. Virginia S. Black, treasurer; Mrs. Alice T. Ford, recording secretary; Mrs. Elizabeth W. Garthright, corresponding secretary.

#### Roanoke Association of Educational Secretaries

From Una White, key figure in the organization and growth of this new local association in Virginia, comes the good news that progress is being made—surely, if slowly. The points of proof are these:

A constitution has already been formulated and adopted.

The Director of Personnel ("who is all for us") has worked closely with the group. Salary scales are being discussed and considered.

Bosses Night, a repeat success performance from last year, was held in April. The girls looked forward to this occasion with great expectation. They were not disappointed. Neither were the bosses! :

Una White attended the Institute for Virginia educational secretaries at Longwood College in April. She carried with her representatives from the elementary,

junior high, senior high, and administrative groups.

The officers who have guided the affairs of the Roanoke Association during the past year are: President, Mrs. Virginia B. Hoffman, secretary to the Superintendent of Schools; Vice-president, Mrs. Una White, secretary, Jefferson Senior High School; Secretary, Miss Doris M. Cummings, secretary to the Director of Business Management and Finance; Treasurer, Mrs. Elizabeth Stanley, secretary, Washington Heights elementary School.

#### WEST VIRGINIA

We wish that this heading might be *West Virginia Association of Educational Secretaries*. However, a letter from Joline Yablonski, state chairman for West Virginia, brings the word that she can boast of no state or local organization. It is with a pang of regret that such information is recorded for it brings the realization that the secretaries of this great state are deprived of the stimulation, the fellowship and fun and growth that stems from working together in a group for real objectives is worth the striving.

Joline closes her letter with this request:

"If you, or anyone you know, have any suggestions, I would be glad to hear them."

We pass the request along to Nancys *everywhere*. It is our hope that Joline will receive a wealth of worthwhile ideas from the many girls who have found enrichment in sharing the responsibilities of carrying their associations—whether national, state, or local.

This is the address:

Miss Joline Yablonski, Secretary  
Collins High School  
Oak Hill, West Virginia

## SOUTHWEST REGION

(Southwest Region: Arizona, California, Colorado, Nevada, New Mexico, Utah)



Mrs. Roberta Warner, Reporter  
650 South Prince Avenue  
Littleton, Colorado

### ARIZONA

#### Phoenix

The Phoenix chapter of the NAES holds four meetings each year. At their first meeting in October at Newton's Prime Rib, outgoing president Mrs. Nera Greenwell, presided at a business meeting. Mrs. Grace Holt was speaker of the evening. Her account of the national convention inspired others to try to get this year's convention on their summer agenda.

New officers of the Phoenix chapter are Miss Vivian Switzler, president; Mrs. Leona Rose, vice-president; Mrs. Johnnie Curnow, secretary; and Mrs. Marion E. Berry, treasurer.

Their annual Christmas party at the Arizona Manor, built around the theme "Santa Goes Western," was such a success that it seemed nothing better could possibly follow, but the spring meeting was just as good.

It was, to borrow from the notices announcing it, "emerging from their winter cocoons," they said, to "start to live again as educational secretaries." Speaker at the Saturday luncheon was Dr. F. Turner, Phoenix psychologist, who spoke on "Job Attitudes." A spring dance was presented by a local elementary school pupil. Mrs. Rachel Maynard of Tucson, vice-president of the NAES, was also on the program.

Clever idea for the rest of us to copy: the new membership pin designed for their association. A silver pin, it sells to members for \$1.85.

From the "Superintendent's Newsletter" comes a story of a new salary schedule for non-certified personnel in Phoenix schools. Although not written into the schedule, the policy will be to encourage employees to bid on jobs superior to those they now hold. Notices

of new jobs will be posted on bulletin boards when vacancies occur.

Also from the newsletter comes an editorial paying tribute to secretaries in the system. A quote: "These ladies must represent the point of view that the administrator who is really alert to his responsibilities has many functions which can be performed best on the spot, and that means away from his office."

### CALIFORNIA

The Mission Inn at Riverside was the scene of a conference on February 18, 19 and 20, staged by the California Association of Educational Employees. An exceptionally good group registered—114 secretaries. One member from Eureka traveled an amazing 800 miles—one way—to attend this meeting.

First day's activities included a tea, an executive board meeting, and an evening open house. The second day, Saturday, the featured luncheon speaker was Mr. Glen C. Nicholson, superintendent of Midland schools. After lunch, round table discussion groups were led by members of the association on such topics as: Are you writing what you mean? United we stand (How to organize a local group); Bid—or grand slam? (on purchasing); Hot potatoes—and how to cool them off (public relations); Greetings (induction and basic training); Office tricks and gadgets; It takes all kinds (credentials); and Where they come from (recruitment and exams for personnel). Such fascinating topics!

A banquet followed, with Mrs. John Goins speaking on "Life with No Hay in Bolivia." New officers were installed. Sunday's activities included a brunch, with Mr. Bruce Miller, superintendent of Riverside city schools, as speaker.

## Los Angeles Area

Membership in the Los Angeles group totals 518 at the last count. Their monthly bulletin is edited by Thora McClintock, assisted by Lela Morris. President is Irene Illingworth.

"File It Right" was presented to the group at a February dinner meeting. The annual meeting in May is with the Valley group. June 4 will be the annual breakfast entertaining the administrators at the Hotel Biltmore.

Freda Van Fleet, of Burbank Junior High School, has just finished a term as president of Civic Center Toastmistress club. Angie Holland, formerly a clerk in the Los Angeles system, has resigned to become a policewoman with the Los Angeles police department. What a fascinating change of occupation!

As if these busy people do not have enough to do, Evelyn Corbett has arranged a class in speed-reading for this spring. And the employees sponsor an account in the Red Cross blood bank. A quote from their paper, "An enormous amount of good has accrued to many ill Board employees who have been enabled to draw upon this account."

## Los Angeles County Association

Early in 1955 the County group installed the following officers: Muriel Kollmer, president; Eleanor Scott, vice-president; Beth Givan, recording secretary; Charlotte Waddelow, corresponding secretary; and Martha Topper, treasurer. Board members are: MaBelle Perkins, Helen Flittner, Margaret Davis, Margaret Wiggins, and Mary Koehler. At the installation luncheon, Caroline Leonetti of the Charm School in Los Angeles, who is a radio and TV personality, was the speaker.

The March meeting featured a talk by Dr. Evelyn Troup, psychologist at L. A. State, formerly on the staff at Claremont College, U.C.L.A. Extension. The girls report a most interesting meeting. The annual May breakfast was announced for the Statler Hotel, Los Angeles. Plans are for a County Institute in September.

## Evening School Group

The Evening School secretaries met on January 27 to elect a new chairman. Flossie Giles has been acting chairman for the group, and was elected president. Other officers are: Betty Adams, first vice-president; Wanda McHenry, second vice-president; Florence Robertson, corresponding secretary; Esther Pawl, recording secretary; Martha Dady, treasurer; Thelma Brent, membership chairman; and Sylvia Ames, sunshine chairman.

The February meeting was held in Metropolitan Cafeteria, the March meeting at the home of Flossie Giles.

## Harbor Group

The Portuguese Bend Club, in San Pedro was the scene of the joint meeting of the Harbor group and the Los Angeles group. One hundred thirty girls attended this special function. The head table was decorated with a replica of a large fish made of flowers. Each girl was given a fish-shaped identification tag. Highlight of the day was a tour of Marineland Oceanarium.

## Valley Group

The April meeting of the Valley group with the Los Angeles group was held at the Birmingham high school in Van Nuys.

## COLORADO

Dorothy Coleman, membership chairman, reports a total of more than 150 members for the school year. One of these, Pat Black, received an unusual honor and some nice publicity when she was chosen "Sweetheart" of the University of Denver Law School. Pat will be remembered by many NAES members as secretary to Dean Gordon Johnston, who was one of the most popular speakers at the national convention in Denver two years ago.

Harmony Ranch at Estes Park (or Amani Mgeni Uwanda) was the scene of the state association's spring meeting. The ranch, made to resemble an African

village, is decorated with trophies and mementoes from safaris. Secretaries were urged to bring the Boss' wife as a guest.

Tentative plans are being made for a summer workshop at Western State College at Gunnison, in the heart of the fishing country. While definite dates and plans have not yet been worked out, Martha Rahe will welcome any out-of-staters who wish to attend. Just write to her at the University of Denver, 1445 Cleveland Place, Denver.

The CAES held a successful fund-raising brunch and fashion show at D & F Department Store in Denver in February. One hundred seventy attended and viewed the new spring fashions, enjoyed a wonderful meal, and visited with friends.

### Denver

The Denver Public Schools Clerks and Secretaries association unveils Nancy National's cousin, Mile High Millie, at their annual spring luncheon May 14. Honored guest at the luncheon this year (besides Mile High Millie) is Mrs. Dorothea Kunsmiller, Board of Education member for over 20 years and a favorite of the secretarial group. Mrs. Kunsmiller is retiring this spring. Members of the Board and administration are also guests. Programs are silk-screened hat boxes.

Many changes have been made in the Denver school offices, due to the opening this year of several new elementary schools. The clerks and secretaries sold more than 10,000 pounds of candy at Christmas. Money from this annual project is used to finance the program of the association each year.

### Northern Colorado

The Northern Colorado secretaries association held their annual meeting at Brush high school on March 29. Thirty secretaries from widely scattered towns attended. A morning coffee was followed by a general meeting with discussion. A luncheon at the Hotel Carroll was planned for the group. Tables were decorated with spring flowers, programs were adorned with handpainted tulips. Group roundtables were formed after lunch for more "swapping of ideas."

### Suburban Secretaries

Secretaries from the suburbs of Denver met at Englewood on Washington's birthday for a dinner and a tour of the Englewood school's new administration buildings. About sixty secretaries from school districts adjacent to Denver attended.

### NEW MEXICO

Ida Oliver, editor of the New Mexico "Secretary" (newsletter published four times annually), writes that there are several good suggestions for the New Mexico cousin to Nancy National. Among suggestions are Pioneer Patty and Yucca Julie.

The secretaries are turning over ideas for a state workshop. Those expressing opinions would like classes on methods for paying bills (who wouldn't like more on this subject?), school office accounting, handling of activities, a special section for superintendents' secretaries. But the most popular will be a class on general office procedures.

### Santa Fe County

Nora Chavez, a former secretary in the State Department of Education, is now School Superintendent for Santa Fe County. Which proves that an ambitious secretary can certainly rise in the world. Nora writes to her state association secretaries, "I regret very much not having been able to attend the meeting this year. I was at the convention only one day and had to rush back to resume my political activities. You see, I was elected School Superintendent for Santa Fe County. I am wondering if other 'school secretaries' have ever done that before. It is obvious now that I will no longer be eligible to belong to your group, at least during my term of office, but I will do all in my power to attend your meeting next year just as a guest if you will permit me."

### UTAH

#### Salt Lake City

Friday, January 28, was a gala evening for the members of the Salt Lake City Secretaries Association when they entertained their husbands or partners with a fashion show. Fashion models were our own members from the State Capitol, Granite and Salt Lake City districts who modeled their own garments. Pot luck lunch and a raffle of door prizes completed the full evening of entertainment.

## UTAH

The Utah association is hoping to choose a name for Nancy's Utah cousin at their spring luncheon in Ogden in May. The program includes talks by Miss Tova Ellis, of the Steffan School of Charm, and Mrs. Dorothy Willis, milliner in the L. R. Samuels Company.

Officers of the UAES are: Norma Stimpson, Ogden, president; Vivian Beasley, Salt Lake City, vice president; Frances Hebard, Ogden, corresponding secretary; Martha Wells, Granite, recording secretary; Marjorie Ames, Salt Lake City, treasurer; board members: Gladys Bingham, Cache; Miriam Clausen, Granite; Helen Marie Neal, Ogden; Ardelle Forsberg, Bountiful; Helen Wilcox, University of Utah.

In February, the Granite secretaries entertained the Salt Lake City association at a salad supper. Main feature of the evening was a hair stylist who dem-

onstrated various interesting styles for secretaries. (Sounds as if the Utah secretaries ought to be the most fashionable in the USA!)

During the same month, the Ogden-Weber association met at Ma's and Pa's Restaurant for a chicken dinner, and to hear proper telephone procedures.

Helen Gren is the new president of Salt Lake Association, elected to fill out the unexpired term of Frances Brooks. (Frances is the mother of new twins, a boy and a girl.)

Two Salt Lake City secretaries, Helen Wilcox of the University of Utah and Lucille Rogers of East High School, will take a two-month tour of Europe this summer as members of the famed Salt Lake City Tabernacle Choir. Even though their thrilling itinerary will keep them busy, they have promised to glimpse into the lives of educational secretaries abroad.

---

## Who, What, is Nancy National? \*

NANCY NATIONAL works all over the United States in educational institutions. Her office may be in a large mid-western university, in the city school board building, in a state department of education, or in a small public school in a consolidated area.

### What does she look like?

Sometimes she is young and slim and smooth-cheeked; and sometimes she is thirtyish and thinking she must really do something about her figure; and sometimes she is middle-aged and frankly chubby and has gray in her hair.

Sometimes she wears sweaters and skirts and high heels; and sometimes she wears serviceable suits and sensible (comfortable) oxfords. However, no matter how practical her everyday wardrobe, she always has a saucy, flirty hat, often cerise pink, for whatever exciting occasion may come along.

Sometimes her educational equipment contains only a high school diploma or maybe some business college training. Sometimes she has a college degree or maybe a teacher's certificate.

### What does she do?

She works in the office of a school. Sometimes she is the only girl in the office and doubles as secretary, registrar, attendance clerk, mother, telephone girl, and bus driver. Sometimes she is one of the many girls in a large city office, doing some routine clerical task, under supervision. Sometimes she is the secretary to the superintendent of a large system, planning the work for a busy office, taking Board of Education minutes, handling appointments, interviewing office helpers, planning files and procedures.

Sometimes this is her first job and she is trying, all by herself, to gain grace and facility in the use of the tools of shorthand and typing that she acquired in high school. Sometimes she has been in the school office for five, or maybe ten, years, and she knows how to be kind and helpful to parents and teachers and children and the superintendent; she wants to learn what is new and modern in the use of the old tools.

### Where does she live?

Sometimes she comes from a small village where the only culture is the public library and she wants to find out what is going on in the world of art and literature and music, to take something home with her to enjoy in remembrance. Sometimes she comes from a big city where the symphonies and art galleries and publications are in such profusion that she needs some basis for judgment.

Sometimes she has never been in this particular city where the institute is being held; sometimes this is her first institute, and she is wide-eyed to see all the marvels. Sometimes she has traveled everywhere and this is her fourth or fifth institute and she is re-seeing old things with old and new friends.

### What does she want?

Regardless of whether she is young or old, a new secretary or one long-experienced, at her first institute or her fifth, she thinks her school secretarial job is the most important job in the world; she wants to learn how to do it better and better; she wants to be a happy and well-balanced person; she wants to have fun in her job; she wants to get along with people; she wants to make friends.

She is eager to listen; she comes to an institute with her mind open, ready to absorb ideas and facts. She wants to learn something useful so that she can return to her school and do her important job better.

\* Nancy National is the symbol of education secretaries everywhere. This description is taken from material presented by many secretaries and sent to instructors at the summer institutes, 1954.



ung  
ex-  
her  
rial  
the  
o it  
e a  
she  
ants  
s to

o an  
y to  
s to  
can  
port-

l of  
This  
pre-  
nt to  
utes,